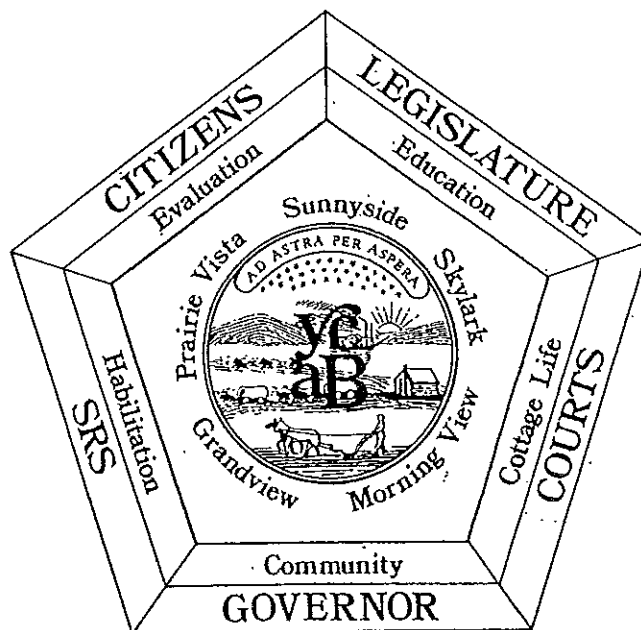


Youth Center at Beloit FY97 Annual Report

July, 1996 - June, 1997



Accredited, since 1988,
by the American Correctional Association



INTRODUCTION

The Youth Center at Beloit herewith submits its 13th and last annual agency report as the Youth Center at Beloit. The agency changed to the Beloit Juvenile Correctional Facility on July 1, 1997. This document has been prepared annually, at the end of each fiscal year, for a number of years ostensibly to assist administrative and program staff internally with the operation of the agency. It provides a formal mechanism to facilitate the agency's monitoring and review of its various operations in terms of meeting goals and objectives, within the context of the overall agency and department mission and vision.

The Annual Report is submitted in September of each year to significant decisionmakers, including both elected officials and state administrators, to facilitate their understanding of the trends in the delivery of juvenile correctional services and to assist in public policy considerations/development and budgetary decisions.

FY97 was another record year with 104 admissions, which is the highest number the agency has accepted in at least the last 35 years. This continuing trend is consistent with the agency's experience in FY96, 95, and 94. If this continues, clearly the average length of stay will be further decreased, recidivism rates will continue to increase, and program efficacy will be eroded even more.

Significant developments during FY97 included the following: The agency formally privatized the dietary operation on October 9, 1996, with the Canteen Division of the Compass Group taking over the operation on this date. Canteen was able to retain all incumbent staff, including the Dietary Manager, which facilitated a smooth transition. So far as the agency is concerned, there has been little discernable change in the day-to-day operation of the dietary program and the delivery of dietary services to the offender youth and staff.

Another significant ongoing event during FY97 involved a group of five offender youth who acted out in an unmanageable and frequently violent nature throughout most of the year. This group of offender youth consumed an inordinate amount of staff time to manage and supervise and involved nearly 50 individual incidents of staff assaults. Three of these youth have been charged with adult charges.

The other major and historic occurrence for the fiscal year involved the agency's preparation and transition from a nearly 70 year history with the State's Child Welfare System and converting to the Juvenile Justice Authority on July 1. A part of this transition involved the name change on July 1, 1997, from the Youth Center at Beloit to the Beloit Juvenile Correctional Facility.

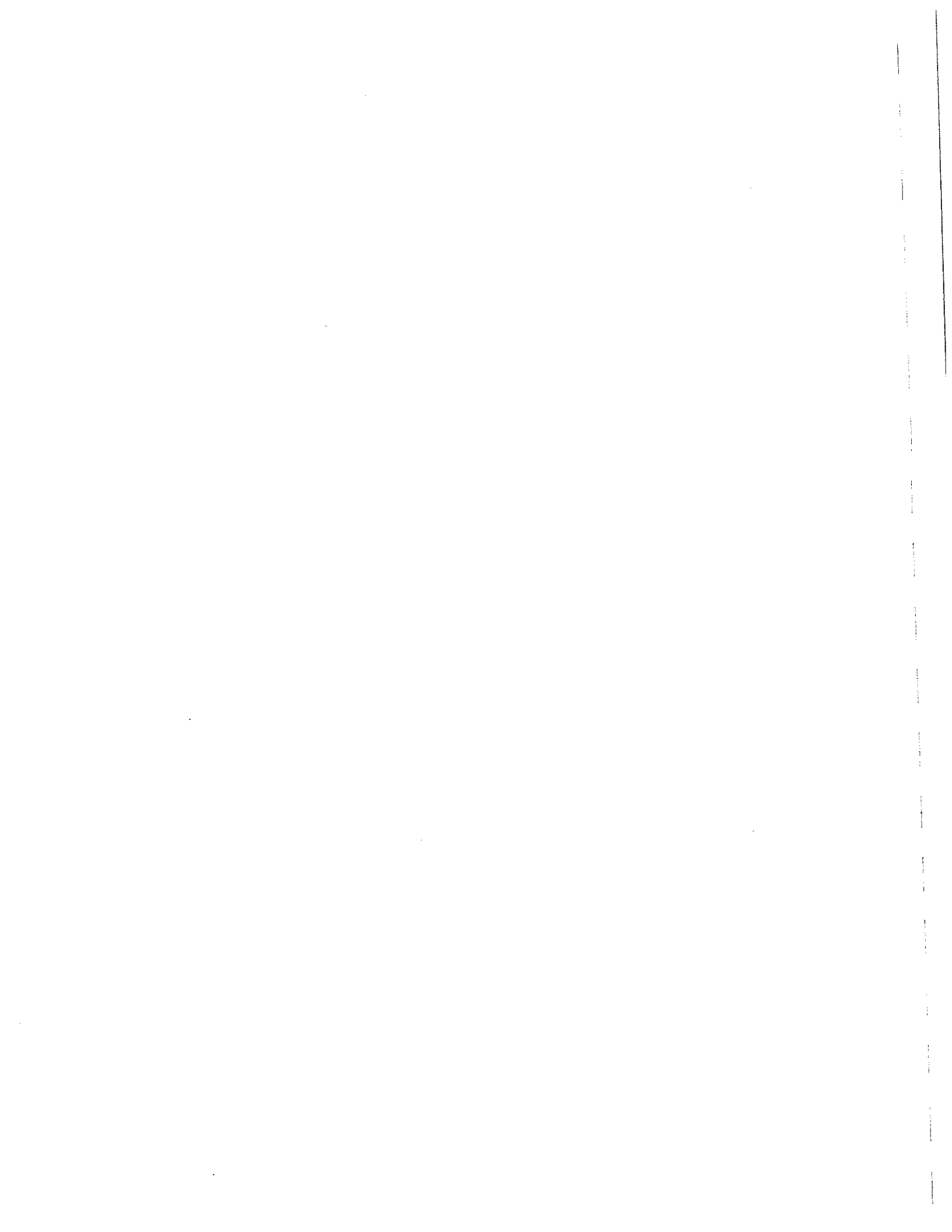
The agency continues to operate with a management style and philosophy that ensures accountability and responsibility for both staff and the offender youth served, and to operate a program that includes state-of-the-art technology. Public safety has emerged as the number one priority for the agency, with the program operated to ensure maximum safety for the offender youth served, staff who operate the program, the community in which the agency is located, and the citizens of the state of Kansas. The secondary goal of the agency is to provide a mechanism to allow the state to impose a sanction on offender youth for their criminal misbehavior; and, thirdly, to return youth to their home communities as productive, contributing, law-abiding citizens of the state of Kansas.

The Youth Center is always mindful of its tax-supported status and takes seriously its responsibility to the citizens of Kansas to carry out the mission and vision of the agency and department, consistent with the citizens' wishes integrated with modern technologies, in an efficient and cost-effective manner.



**Administrative & Support
Services**





BUSINESS OFFICE AND PERSONNEL

With the promotion of Pat Huffman to Accountant II, effective June 16, 1996, Mabelle Wiles was appointed in August to the Office Assistant III position previously held by Ms. Huffman. Following the period allowed for Ms. Wiles to learn the duties of the new position and successfully complete the probationary period, planning and training began to convert the State on-line voucher system. This was a department objective for FY97. The preparation for conversion has gone smoothly, with only the assignment of a Printer ID number from DISC needed to complete the process.

Turnover at the agency this year occurred as the result of fifteen resignations and seven positions impacted by layoff action. Eleven of the fifteen resignations received were in youth service specialist positions, three in clinical positions and one clerical position. The layoff action is related to the system-wide initiative to privatize the dietary operations.

Four employees were recognized this year for exemplary performance and contribution to the agency as Employee of the Quarter recipients. These honorees, by respective quarter were: Debbie Wasinger, Secretary I; Don Offutt, Psychologist II; Susan Pontow, Youth Service Specialist I; and Terri Engelbert, Parenting Instructor. Nancy Herberholz, Storekeeper I, was selected as Employee of the Year and recognized at the staff Christmas party in December.

Also presented at the Christmas coffee were acknowledgements of employees and CALL Committee members commemorating their years of service to the Youth Center. Four employees were presented with 5-year certificates; 7 employees were presented with 10-year pins; three employees were presented with 15-year certificates; and four employees were presented 20-year pins. Betty Fitzgerald was recognized with 25 years of service. Bonnie Wilson was also recognized for 15 years of service as a member of the CALL Committee.

Seven resigning employees completed the standardized exit questionnaire at the time of separation from YCAB. The questionnaire provides employees the opportunity to evaluate seven categories of work assignment or environment into one of four adjective ratings.

The results of the input received is summarized in the following table:

CATEGORY	EXCELLENT	GOOD	FAIR	POOR
Training	41%	47%	18%	0%
Supervision	72%	14%	7%	7%
Equitable Treatment	65%	25%	5%	5%
Job Satisfaction	45%	33%	12%	10%
Working Conditions	52%	38%	10%	0%
Communication	45%	55%	0%	0%
Salary & Benefits	47%	31%	19%	3%

The area of highest rating is "Supervision," with emphasis on knowledge of job and fairness in assignment of work to employees. The areas of lowest rating are "Job Satisfaction," related primarily to the lack of opportunity for promotion, and "Salaries and Benefits," in which it was indicated that the classification (pay) was not equitable to the responsibilities or competitive with other jobs of less stress.

Robert Schmidt
Public Service Administrator II

CLERICAL

Considerable time was spent in staff training for clerical staff the beginning of the fiscal year due to three staff who were employed within the last eighteen months.

The two clerical staff who track the majority of statistical data for the agency spent considerable time converting data from dBase to Microsoft ACCESS for purposes of compiling the agency's annual report document. ACCESS is easier to utilize, as it is a Windows-based computer program.

A mutual decision was made among the Youth Centers and Kansas Sentencing Commission to utilize Dbase in the collection of data for projecting bed space needs for Youth Centers. A meeting was held in Topeka at the Kansas Sentencing Commission on March 1 and 2, at which time Dr. Terry Kearns, Atchison, presented a test of the Dbase format he had developed for imputing data needed by the KSC. In attendance were the anticipated main users of the program. Data for calendar year 1996 admissions, discharges, etc., is being collected and is to be forwarded to KSC by November, 1997. This is a time-consuming undertaking for clerical staff.

Clerical staff implemented a natural work team concept, with regularly scheduled monthly meetings. The first meeting was held August 6, 1996. While no major projects have been undertaken, the meeting time is well spent with discussion of current issues, concerns, problem areas, review of KQM tools, etc.

Two staff attended the Washburn sponsored clerical seminar on April 4. Angela LeSage, Executive Secretary, in turn prepared a one-hour training utilizing materials from this and an earlier attended conference. This training was presented at the end of one work team meeting. The basic focus was change in the workplace and today's trends in the office.

In an effort to be of assistance to Morning View Cottage (the unit which houses the most chronically uncooperative youth), clerical staff began covering the Administration Office at 7:45 a.m., rather than 8:00, through 5:00 p.m. The office has never been open from 12 noon to 1:00 p.m., at least for the past 30 years. Morning View Cottage serves as the night service phone for the agency and all calls ring to that area when the Administration Office is closed. Lunchtime was very difficult for them to manage, with increased visitors and callers. Coverage of the Administration Office has provided them with much needed relief.

Initial planning began during the winter for a new telephone system. The agency is changing from a PBX to a small business key system (Toshiba), which is on State contract. Plans were to have the system fully installed in the spring. The system was basically completed the last week of June.

*Angela LeSage, Executive Secretary
Superintendent's Secretary*

INFORMATION MANAGEMENT

The Computer Committee has continued to meet on an ad hoc basis during FY97, monitoring computer and software implementation. The demand for computer technology continues to increase throughout the institution. During the first quarter of FY97, specifications were developed for CAT 5 LAN wiring in the Administration Building. Comtech was the approved bidder and completed the project March 17, 1997. The maintenance staff installed fiber optic cable throughout the institution with the exception of Prairie Vista. Specifications were also developed for a LAN in the Educational Department, and equipment was ordered. This included five computers and an eight-bay CD-ROM tower.

The Information Resource Specialist assisted in the reaccreditation by the American Correctional Association in the fourth quarter of FY97, with the institution being approved for accreditation in May, 1997.

As the software technology has increased, the Computer Committee has overseen the replacement of several computer systems due to the obsolescence of the older systems. The Computer Committee has also overseen the development of increased computer technology at North Beloit High School.

*Brad Goheen
Information Resource Specialist I*

DIETARY

FY97 was a challenging year for those working in the Dietary Department. In response to a system-wide initiative to privatize dietary services, Canteen, USA, took over the operation on October 9, 1996. The initial transition worked out relatively smooth, as all staff were retained. The job duties of the kitchen staff remained relatively unchanged, as the day-to-day operations were affected very little. The greatest change was the ordering of food supplies, and the weekly bookkeeping that is sent to Charlotte, North Carolina, via overnight express mail. This impacted the duties of the Food Service Manager (Unit Manager) a great deal. Whereas food supplies were ordered on contract prior to privatization, food supplies are ordered on a weekly basis now, from several different suppliers. The main supplier initially was JP Food Service located out of Des Moines, Iowa. Due to lack of meeting certain specs, the Youth Centers switched to Lady Baltimore located in Kansas City. Milk/dairy products are ordered from Robert's Dairy and bread supplied by Metz Baking. The laundry services are still through Rite Way Laundry, but the operation rents the linens from the laundry service, which has proved to work out in a satisfactory manner. Some produce and last minute purchases are ordered through the local grocery store.

The department continues to provide meal service for residents and staff 365 days/year. The department also continues to host the social events such as the Employee of the Quarter coffees, Thanksgiving and Christmas dinners, and the All-American picnic.

The department continues to provide a site for youth to complete vocational training, as well as providing an opportunity for youth the complete restitution.

The transition to Canteen would not have been as smooth had we not had the support of the Superintendent and the administration staff. Another person who offered and continues to offer assistance, is the storekeeper, Nancy Herberholz. The Food Service Manager is very appreciative of her assistance.

*Kathleen Finnesy
Food Service Manager*

EEO ACTIVITIES

The EEO Committee at the Youth Center at Beloit has a very busy year. The committee consists of ten representatives: Lila Sherlock, social worker; Jonell Schenk, social worker; Machelles Wiles, office assistant; Bonnie Donley, custodian; Brad Goheen, Information Resource Specialist; Susan Pontow, youth service specialist; Judy Dean, cosmetologist; Jan Clark, psychologist; Chris Thrash, youth service specialist; and Marne Hewitt, office assistant. Mrs. Hewitt serves as the chairperson of the committee.

The representatives participated in over 100 interviews during the fiscal year. Last year they were involved in 46 interviews. The representatives attended four quarterly meetings.

In July, EEO training was held for the representatives. Then, because of a number of new representatives, it was held again in November. Mrs. Haskins and Bob Schmidt assisted Mrs. Hewitt with the training.

Marne Hewitt and Jonell Schenk attended Meditation Training in Salina during September.

In January, Marne Hewitt and Bob Schmidt attended Affirmative Action Plan Training in Topeka.

The SRS Cultural Diversity Training was held in Topeka on May 13, 1997. Marne Hewitt and Judy Dean attended that informative meeting.

There was one complaint filed this year. The situation was investigated and a compromise was found and the issue was closed.

*Marne Hewitt
Chairperson*

POWER PLANT AND MAINTENANCE

During FY97, 1,025 maintenance requests were submitted by the various areas of the Youth Center. The average completion time for these projects was 26 days after the date of being written, including time the request spent in the "mail" before reaching Maintenance. The preventive maintenance program continued this year with 163 individual cleaning and maintenance of the Administration air handling system, 34 air conditioning and heating system services, 6 air compressors, 28 refrigeration units, the annual fire hose testing/inspection for the Commissary, 31 test and maintenance for various exhaust ventilators, 31 emergency lighting system tests and maintenance, 59 fire extinguishers, 10 steam heating systems, 74 individual cleaning/service of the Educational Building's air handling units, as well as numerous inspections/services of the campus roofs, mechanical rooms of the Administration Building, Prairie Vista and the Educational Building, testing of the Morning View fire sprinkler system, monthly service of the 2-way radios, etc.

Capital improvements for this year involved ADA compliance projects for the Administration Building and the School Building, whereby the (west) entries to the visitation facilities in the basement of the Administration Building is now wheelchair accessible and restrooms are handicap accessible.

*John Johnson
Physical Plant Supervisor*

CULTURAL AWARENESS COMMITTEE

During this fiscal year, the committee hosted several cultural activities for the residents. We had a game of bingo for the Fourth of July and participants received a prize.

In September residents made God's eyes, completed a word search, and had a special meal for Spanish American month.

During October, in observance of United Nation's Day, the cultural members made popcorn balls decorated with United Nation's flags, and these were sent to the cottages for snacks.

As in past years, the residents made angels for the angel tree downtown. The angel tree project is sponsored by the Beloit Ministerial Alliance and helps needy families during the holiday season. Residents also crafted snowmen door decorations for Meals-On-Wheels recipients and Woodland Heights Nursing Home residents.

As a special activity, the residents had the opportunity to decorate their own Christmas stocking. The stockings were displayed in the cafeteria with a small note describing the resident's favorite Christmas tradition. The stockings were voted on and winners received prizes at graduation.

In January, we celebrated Black American month. Girls wrote essays on the Black American they most admired, watched a filmstrip, and were treated to peanut butter cookies.

March was Women's Month. Annie Ward, a foreign exchange student from Scotland, came and spoke to the residents about her country. The girls also received a puzzle on Susan B. Anthony and received a prize for completing it.

Members of the committee consisted of Donna Mallory, Minda Huiting, Nancy Herberholz, Marne Hewitt, Francie Harman, Barb Tatro, Judeen Henriksen, Penny Streit, Kathleen Finnesy, Clark Coco, DeAnn Raab, and Lynn Miller. The committee looks forward to an exciting and fun-filled fiscal 1998 year.

*Donna Mallory
Chairperson*

WELLNESS COMMITTEE ACTIVITIES

The Wellness Committee sponsored nine different activities throughout FY97 to promote personal awareness and to develop a more healthy life style for both staff and residents. On a monthly basis, the Wellness Committee submitted (with staff's permission) their names and birthdays to KSVV Radio Station for announcement. A welcome note and 911 phone sticker were sent to all new employees.

To support the March of Dimes, staff were invited to participate in the March of Dimes Blue Jeans for Babies activity held in November. All staff who donated a minimum of \$3 earned a sticker designating them the opportunity to wear blue jeans to work on November 14, 1996. Thirty-five staff participated raising \$106.

In December, staff had the opportunity to complete the 12 Days of Wellness worksheet by participating in 12 different wellness activities, including a walk day, stretch day, fruit day, compliment day, joke day and holiday greeting day. A drawing for a fruit basket was held at the Christmas party for those who participated.

In January, a Healthy Eating Luncheon was held in the In-Service Area. Wellness Committee members provided chili and beef stew. Staff shared healthy potluck food items with others.

The American Cancer Society's Daffodil Days Drive kicked off in February. The Wellness Committee encouraged all staff to buy bunches of daffodils. The money is used to help local cancer patients with expenses, such as travel to and from treatments and other out-of-pocket expenses that their insurance may not cover.

National Nutrition Month, March, was celebrated with a Healthy Pizza Luncheon in the In-Service Area. The Wellness Committee provided vegetable, fruit, and seafood pizza and others brought healthy potluck items. Dr. Cooper provided the group with a slide presentation and talk about his past trips to Honduras; where he and others travel with Volunteer Optometric Services for Humanity. To help observe "Save Your Vision Week," March 2-8, the Youth Center collected approximately 30 old eyeglasses to donate to Dr. Cooper.

Other projects in March were: 1) offering stickers with the Poison Control phone number to place on the phone to all employees to promote National Poison Prevention Week, March 16-22; and 2) encouraging all staff members to support three Youth Center employees who participated in the American Heart Association Cardiac Arrest fund raiser.

To observe National Employee Health and Fitness Day, May 21, the Wellness Committee encouraged employees to do at least 30 minutes of exercise at some time throughout the day. A fruit and juice stand was set up at the track for early walkers from 7:00 a.m. to 8:00 a.m. A drawing for 15 t-shirts was done for all of those who participated.

In June, a Healthy Eating Luncheon was held in the shelter house. Staff shared pasta salads provided by the Wellness Committee and other healthy potluck food items with others.

The Wellness Committee went through a transition phase with Kathy Roberts and Pam Wessling resigning last September. On October 17, 1996, a re-organizational meeting was held with those interested in the Wellness Committee. A vision statement, goals and objectives, and a list of suggestions for activities were established and activities began in November. The Wellness Committee would like to thank all of the staff for their enthusiasm and participation in the numerous activities the committee sponsored or co-sponsored with the community.

*Terri Engelbert
Wellness Chairperson*

SPEAKER'S BUREAU

The YCAB Speaker's Bureau catalog contains listings of thirty-three staff members who have a wide range of professional expertise. Those staff members are available to speak to clubs and organizations as well as professional associations. A summary of the FY97 activities of the Speaker's Bureau follows:

PRESENTATIONS CONDUCTED IN FY97

<u>Speaker</u>	<u>Group/Club</u>	<u>Topic</u>
R. Brooks	7th & 8th Grade Beloit Jr. Sr. High School	Drug & Alcohol Awareness
J. Moore	Professional Child Care Conf. Boys Town, NE	Sexual Abuse and Female Juvenile Offender
D. Shumate	Beloit Rotary Club	Y.C.A.B. Update
B. Sherlock	7th & 8th Grade Beloit Jr. Sr. High School	Drug & Alcohol Prevention

YCAB TOURS CONDUCTED IN FY97

<u>DATE</u>	<u>GROUP</u>	<u>NO. IN ATTENDANCE</u>
10/23/96	Blue Valley UMC Ladies Manhattan, KS	3
04/22/97	Rotary Exchange Team India	6
04/25/97	Johnson Co. Detention Employees Olathe, KS	2

EMPLOYEE ASSISTANCE PROGRAM

The Youth Center at Beloit participates in the State of Kansas Employee Assistance Program (E.A.P.) called LIFELINE. This program is available to all state employees and their immediate families and can assist them in a variety of problems. The program is voluntary and totally confidential (with three exceptions). Those exceptions are 1) a threat for self-harm; 2) a threat to hurt others; and, 3) child abuse. It is accessed by calling a 24-hour, toll-free number where trained professionals offer crisis counseling as well as resource referrals.

All staff receive information about LIFELINE during orientation and are reminded of the service periodically through written materials or reminders at staff meetings. Supervisors are encouraged to recommend the program to employees they know or suspect are experiencing personal difficulties or problems with job performance. Because of the confidential nature of the program, it is impossible to assess the utilization of this service by YCAB staff. The training director serves as agency coordinator of this program and during the year, speaks with two to three staff and/or supervisors about the program and assists whenever requested.

In May, three staff (including the Employee Assistance Coordinator) attended a LIFELINE training session in Salina, Kansas.

*Linda Haskins
Staff Development Specialist I
EAP Coordinator*

K.Q.M. REPORT

K.Q.M. continues to be "the way of doing business" here at the Youth Center. The Transition Team has moved into a different role with all staff having completed Team Training. FY96 had five new members go onto the Transition Team. The following is a list of the year's K.Q.M. activities:

1. The Quality Management Board met monthly with members of various teams to learn of progress and hear recommendations.
2. K.Q.M. Awareness Training continued to be offered for new employees.
3. All staff have now received Team Training and it continues to be an orientation training requirement. A total of twenty staff participated in Team Training during the fiscal year.

4. The Transition Team members updated the Implementation Plan.
5. One Quality Action Team made a final presentation in June. The other QAT is preparing for a final presentation and recommendations.
6. Four issues of the YCAB KQM Newsletter, SYNERGY, were published.
7. Three staff attended both Team Facilitator Training and Team Leader Training in Topeka.
8. The four cottages continue to function effectively as a Natural Work Team. The Wellness Team and the Clerical Team also function as NWTs applying KQM principles to improve the meeting efficiency.
9. Basic Analytical Tools Training was presented at the Youth Center by SRS Staff Development. Thirteen staff from YCAB and one staff from the Salina SRS attended the two-day training.

*Linda Haskins
Staff Development Specialist I
KQM Coordinator*

EMPLOYEES' ASSOCIATION

The Employee's Association has had another busy year. They provided twenty-two new employee pamphlets, continued to be responsible for the monthly birthday coffee, the traditional Christmas tea and ornament exchange.

The Employee's Association helped to honor Susan Pontow, Terri Engelbert, Betty Fitzgerald, and Jan Clark as Employees of the Quarter with a \$25 check and Employee of the Year, Nancy Herberholz, with a \$50 check.

The major money-making project was the silent auction held in December. The money was used for plants and greeting cards for employees and CALL Committee members on significant occasions and prizes for employees who participated in the various events sponsored by the association throughout the year.

Some of the projects of the Employees' Association this year included: secret pals for Valentine's Day, find-a-word puzzle for St. Patrick's Day, East egg hunt, and the delivery of twelve May baskets.

Several prizes were awarded this year and, hopefully, a lot of fun was had by all those who chose to participate in the events.

Judy Dean
Employees' Association President

Clinical Services

PROGRAM DIRECTOR'S REVIEW

FY97 marked the end of the Youth Center's relationship with SRS and Children and Adult Services. The year resulted in our agency significantly modifying the Justice Model to blend level movement to skill enhancement/application, as well as behavioral control and program completion. It was also a period of finalizing a four curriculum approach to habilitating violent offenders. Psychiatric and pregnancy services dwindled during FY97 with the closure of Topeka State Hospital and the Comprehensive Education and Treatment Unit. At the same time, our agency experienced a record admission rate of 104 and a record 21 staff being assaulted. It was a time of personal and professional stress; and, yet, a time when our agency pulled together and made important programmatic decisions.

The following chronology depicts FY97 clinical changes:

July

Sunday visitation rules were expanded, printed and placed in the visitation notebook.

September

New Justice Model was ready for implementation with updated rule checksheets, recording sheets, and target behavior revision.

The system placed a strong emphasis on skill enhancement through the ART curriculum and Violent Offender Program.

Modification of the concept of a "free week" for cottages remaining quarterly run free.

YCAB major rule violation consequences were altered to require practice and application of ART/VO skills.

A working document was developed for residents to formally request move from Level III to Level IV. This document was finalized in November but never implemented due to time pressures on clinical staff.

Domestic life skills curriculum was reorganized.

Rules regarding gang and relationship involvement were added to the Rules Governing Youth Behavior.

October

On-call notebooks were updated.

ART Orientation curriculum was revised and re-implemented.

YCAB Orientation was revised and re-implemented.

Zero Gang Tolerance Program was developed.

Relationship program was operationalized.

Social Work Department developed gang and relationship workbook packets for residents to complete prior to removal from the gang and relationship program.

January

The Violent Offender Program, involving GIVING IT, TAKING IT, AND WORKING IT OUT; THINKING ERRORS; VICTIM EMPATHY AWARENESS; and CAGE YOUR RAGE counseling worksheets were implemented. Tracking forms were also developed.

February

Therapeutic Committee Policy was revised and monthly psychological contact was added.

V.O. Policy and Security Policy were revised.

March

YCAB added a new psychological tool to assess perception, thought and emotional stability.

April

Worksheet to explain the student grievance process was developed and distributed to all residents.

Parent/Student Handbook was updated.

During FY97, the Youth Center prepared for and passed its ACA audit. The Youth Center was found out of compliance with four standards for a 99% rate of compliance.

FY97 not only set a record for new admissions, keeping length of stay unfortunately short, and putting pressure on program and staff resources, but it also saw an extreme increase in staff assault by residents. During FY97, there were 26 incidents of staff assaults committed by 13 residents. Nine of those youth had one episode of

assault, one assaulted staff twice, one four times, one five times and one six times. Twenty-one different staff members were assaulted some time during the year, most occurring within the Security wing of Morning View's semi-closed cottage. Of those 21 staff, 12 were assaulted once, one was assaulted twice, one three times, two four times, two five times, and one six times. The level of purposeful aggression in most cases was severe. Serious staff injury was avoided through social intervention practice and procedure, and the fact that the youth did not have the availability of significant weapons at the time. This increased assaultiveness of residents resulted in the Youth Center upgrading its equipment to deal with assaultive youth. During the year we purchased gloves and forearm sheaths, velcro wraps and restraints, and have discussed the possibility of purchasing a riot helmet, shin guards, and additional transparent and padded shields for added staff safety.

While it is difficult to determine the exact impact of the closing of the CETU Unit at Topeka State Hospital, the number of youth on psychotropic medications increased from 25 in FY96 to 35 in FY97.

Ronald Willis
Clinical Program Coordinator

PSYCHOLOGICAL DEPARTMENT

The department was served by three psychologists having a combined total of 45 years of state service in dealing with juvenile offenders. Primary responsibilities for these three professionals has shifted in recent years in accordance with changes in institutional philosophy, the laws of the state, and the numbers of youth serviced. Dramatic increases in the number of youth referred here had the most significant impact on psychological services in FY97. Primary service offerings altered only moderately to address this increase. Intake assessments, psychological report writing, facilitation of Aggression Replacement Training groups, one-to-one counseling, and case management were given priority. More specialized services were offered in one-to-one counseling/therapy and in the form of family counseling, sexual abuse counseling, sex offender treatment, post-crisis counseling, and in the area of loss and bereavement. Suicide assessments and crisis counseling were provided to the many youth who contemplate and engaged in self-harm. This number was abnormally high in the past year as was the growing number of youth who engaged in assaultive behavior.

Pat Harman
Chief Psychologist

SOCIAL WORK DEPARTMENT

The Youth Center at Beloit currently employs four full-time social workers, and they comprise a significant portion of the clinical staff at the facility. Three of the staff have their MSW degree and the other has a BSW degree.

Social work staff are involved in many areas of the facility's programming. General duties include assessment and evaluation of residents, individual and group treatment services, work with families, liaison work with the court, SRS, Community Corrections, other community agencies and, finally, release planning.

In terms of more specialized duties:

1. Social work staff serve as program supervisors in three of the four facility living units.
2. Social work staff are significantly involved in the Aggression Replacement Training Program, as well as the Violent Offender Program.
3. Social work staff administer the facility's in-house restitution program.
4. Social work staff provide the bulk of the programming in the facility's Sexual Abuse Treatment Program.
5. Social work staff conduct the bulk of the staffings, program reviews, and pre-release conferences in Skylark, Morning View, and Prairie Vista Cottages.

Significant events for FY97 would include the following:

1. A new staff member was hired for the department to fill a vacancy created by the resignation of Angela Engelbert.
2. Social work staff found themselves spending more time in court, as there was an increase in the number of review hearings related to our residents.
3. Social work staff were significantly involved in the preparation for the ACA reaccreditation audit in May, 1997.
4. Social work staff were significantly involved in the development and implementation of the new level system, which became operational in October, 1996.

5. Social work staff, as well as other staff, continued to contend with work pressures related to the continuing increase in admissions.

James Moore
Chief Social Worker

YOUTH SERVICE DEPARTMENT

The Youth Service Department consists of 44 staff and represents the largest department at YCAB. This staff complement includes: the Director of Youth Service, five Youth Service Specialist III's, five Youth Service Specialist II's and 32 Youth Service Specialist I's. Youth service staff are responsible for providing 24-hour direct care services to the residents. They are dispersed among four cottages and security. Physical characteristics of their role assignment include: providing support and assistance to colleagues and residents in meeting program objectives; maintaining a safe and therapeutic living environment; administering prescribed medications; communicating concerns and observations, both verbally and through written documentation; providing supervision, structure, guidance and counseling to the residents; and transporting residents to appointments both on and off campus.

There are four cottages at the Youth Center, with an 84-bed capacity. Three of the cottages are open and one is semi-closed. Eight staff are assigned to each of the three open cottages and twelve staff are assigned to the semi-closed cottage. Coverage in the open cottages consists of one per night shift; two per day shift; and two per evening shift. The staffing pattern of the semi-closed unit is two per night shift; two per day shift; and three per evening shift. The security department is comprised of four security staff and three campus relief. Their job responsibilities are consistent with staff assigned to the cottages.

Challenges experienced in the department this year include: a 28% turnover in youth service staff, while experiencing a record year in the number of offender youth admitted to the Youth Center. The reasons given for these resignations were: one returned to school; two medical issues; two internal promotions; two performance related; and six accepted higher paying positions with more desirable hours in the private industry. Meeting the training and scheduling requirements for thirteen new employees is being accomplished through careful planning, and the cooperation of a dedicated group of youth service staff.

We are in the final stages of moving to standardized dress for residents. Clothing selected has been ordered and is beginning to arrive. Our plan is to implement standardized dress on or about August 1.

Off-campus transportation continues to consume a large portion of youth service time. We began tracking the amount of time devoted to transportation needs in 1987. Time recorded the first year was 491 hours. In FY97, 1114 hours were devoted to transportation. Of this total, 608 hours were due to medical appointments. Of the past ten years, the largest number of hours, 1154, was recorded in 1994. In addition to medical appointments, off-campus transportation includes: time spent shopping for personal care items, transporting escapees back to campus, to off-campus jobs, and taking residents to the bus.

This year's department objectives were a combined effort between the In-Service Training Director and youth services. The first objective was to ensure that youth service specialists possess a working knowledge of key policies and procedures of the agency. This was accomplished by developing a policy quiz, and administering the quiz during two of the regularly scheduled feedback and training on the correct interpretation and enforcement of policies and procedures. We plan to continue to utilize this method as a means of formal review of key policies and procedures.

Our second objective also involved training. During the past two years computers have been installed in each cottage and basic computer training was provided. While some staff are proficient in computer use, others are not yet adept at using them. In an effort to help youth service staff experience the full benefit of the computers, a curriculum, focusing specifically on the knowledge needed to operate cottage computers was developed. This training was found very helpful, and we will continue to offer it as needed.

VOLUNTEER REPORT

This year, volunteers assisted with the annual Christmas project, transportation, tutoring, direct care and with recreational activities. Approximately 117.75 hours were contributed by the Youth Center's ten active volunteers. In addition to the contribution of time, approximately 80 individuals or groups made donations in cash or material items. The bulk of these donations are made during the Christmas season. Volunteers also conduct AA and NA meetings. The above figures do not include the number of hours contributed by those volunteers.

The Youth Center at Beloit Volunteer Program also involves residents volunteering in the community. During the past year, residents contributed 1778.75 hours to volunteer events. These events include: cleanup of nearby Waconda State Lake; Adopt-A-Highway; assisting at the bloodmobile; personal grooming and special events at local nursing homes; Meals-On-Wheels; recycling; and other community events. Several Youth Center staff are involved in supervising these volunteer activities.

Volunteers were guests at a coffee hosted by the Youth Center during Kansas Volunteer Week. Pamphlets highlighting volunteerism at the Youth Center were distributed throughout the community.

The Youth Center at Beloit's Volunteer Program was featured in the March, 1997, Volunteer Gazette.

*Francie Harman
Director of Youth Service*

ACTIVITY THERAPY DEPARTMENT

The Activity Therapy Department places a major priority on the scheduling of daily cottage activities. These activities provide the offender youth the opportunity to develop appropriate leisure-time skills, use of ART skills increase personal self-esteem and daily opportunity for physical exercises. The activities scheduled include team sports, cooperative games, special activities such as holiday relays, and swims. Cottage activities ensure that all residents experience a variety of leisure-time opportunities.

The A.T. Department also organizes most of the agency's community service. These programs include the Sing-Out group that performs for area nursing homes, organizations and churches as well as the horticulture program which provides a pre-vocational experience, including hands-on and bookwork.

Community service projects continue to be an expectation for offender youth to complete before discharge. A new service project of collecting pop tabs from recycled aluminum cans was started in FY97. There was tabs donated to an organization that assisted in paying for medical procedures for a four-year-old girl diagnosed with leukemia. The project is expected to expand to other organizations, such as the Ronald McDonald Houses. The total service hours for FY97 included 321 youth contributing 416 hours.

*Lynn Miller, Director
Activity Therapy Department*

AGGRESSION REPLACEMENT TRAINING

The Youth Center's Aggression Replacement Training Program was designed during FY97 to facilitate changes required by the modified level system. The major change occurred in August, 1996, with all the current residents attending ten sessions of Basic SLT (Structured Learning Training) skills. Upon completion of the basic skills, residents were placed in what is now the regular weekly SLT group. This group utilizes a variety of ART-SLT skills developed specifically for the Youth Center. To accommodate new admissions, two groups were established. The first was the ART Orientation Group for the completion of three initial skills required for Level I. The second was Basic SLT group for the completion of the remaining seven SLT skills for Level II.

One Anger Control Orientation Group was also tied to the new level system as a requirement for Level II programming. Anger Control Maintenance continues to be an ongoing group for all youth until their release.

Moral Reasoning Group begin for the youth upon their admission and also continues throughout the youth's stay. The Youth Center utilizes clinical, educational and youth service staff to accomplish this important segment of habilitation experience.

*Lynn Miller
A.R.T. Coordinator*

NURSING DEPARTMENT

Nursing services were provided to the Youth Center by a full-time R.N. III and an R.N. II. Both R.N.'s are certified to do Kan-Be-Healthy screenings, as HIV counselors and audiometric technicians.

All youth admitted received a physical assessment by a registered nurse, a physical examination by a physician, a dental examination, and an optometrical examination as indicated by vision screening. Included in these screenings were: a urinalysis, complete blood count, serology, Pap smear, gonorrhea culture, chlamydia culture, TB test and sickle cell test on all Black youth. After ninety (90) days residency, all youth received updated immunizations as appropriate. This included the Hepatitis B immunization series.

Education provided by the nursing department included: STD and HIV Orientation to all new residents. The R.N.'s are certified to teach American Red Cross First Aid and

CPR and have instructed these classes for staff. The medical orientation for new staff was expanded to a full day presentation. Youth are made aware of the availability of medical services and how to access these as part of their orientation. Youth are also informed of the availability of HIV testing and condoms during the orientation process.

Medical services to the agency are provided by four physicians from the Beloit Medical Center. Two of these physicians visit the facility two times a week. One physician sits on the Therapeutic Committee which meets once a month to monitor residents on psychotropic medication. Other more specialized medical and psychiatric services are available as needed.

Tuberculosis screening and Hepatitis B immunizations are ongoing with staff. These are monitored by the nursing department.

"Sick call" was held daily Monday through Friday by the R.N.s. At least 2,147 sick calls were accommodated.

YCAB MEDICAL STATISTICS FOR FY97

Total Referrals	FY97	FY96	FY95	FY94	FY93	FY92	FY91	FY90	FY89	FY88
Physicians	473	413	357	462	492	406	427	382	416	369
Optometrist	123	83	71	89	89	116	93	109	72	51
Dentist	348	371	362	272	309	362	342	265	234	143
Physical Therapy	31	31	10	15	24	17	23	5	15	6

The total number of lab and x-ray procedures done, other than the routine, was 499.

Five residents were hospitalized for a total period of 7 days during FY97. There were 10 emergency room visits.

Hospitalization Included:

- Asthma
- Appendectomy
- Oophorectomy
- Overdose
- Cervical cancer

Outpatient Procedures Included:

- Inject cyst
- Colposcopies
- Cryotherapies
- Lesion removals

EGD's
 Biopsies
 Toenail resections
 Norplant removed
 Fractured hand
 OR follow-up

Emergency Room Visits Included:

Injured knees
 Injured hand
 Abdominal pain
 Laceration
 Foreign substance in eye
 Asthma
 Rash

Prenatal care was provided for seven residents. These pregnancies are all "high risk" due to teen mothers and probable substance abuse.

As a result of abnormal Pap smears, 19 youth had colposcopies with biopsies and subsequent cryotherapy or TCA treatment.

Thirty-four residents were treated for 37 STD's not including trich, gardnerella and molluscum. This figure includes: HPV 18; chlamydia 11; herpes 2; gonorrhea, 3; and syphilis, 2.

STD'S AMONG RESIDENTS:

	FY97	FY96	FY95	FY94
Chlamydia	11	10	19	12
HPV	18	9	11	6
Gonorrhea	3	3	3	5
Syphilis	2	1	0	0
Herpes	2	4	3	3

HIV screening was provided for 36 residents. This includes intensive counseling concerning other STD's also. Condoms were distributed to 22 residents. This is an increase of 9 residents requesting condoms.

There were 35 different residents on psychotropic medication. Our highest number in one month this year was 22 in June.

Youth on psychotropic medication:

FY97	FY96	FY95	FY94	FY93	FY92	FY91	FY90	FY89	FY88
35	25	25	21	15	10	7	6	2	1

Katherine Tilton, R.N.

CHAPLAINCY REPORT

During FY97, the chaplaincy position was filled by three different individuals. This was an unexpected and unusual turnover rate.

Religious services consisted of both on-campus Mass and an ecumenical chapel service. In addition, all three chaplains provided Bible study and assisted in several different psychoeducational groups, including Victim Awareness Training, Aggression Replacement Training (Moral Reasoning and Structured Learning Training), as well as the agency's Violent Offender Group, "Givin' It, Takin' It and Workin' It Out."

During FY97, 152 girls attended on-campus Mass with an average of three residents at each service. A total of 857 residents attended the ecumenical chapel service, for an average of 17 youth per worship service.

The Catholic Mass services will undergo change during FY98. St. John's Catholic Church has notified the Youth Center that they will be unable to continue to meet their commitment to provide an on-campus Sunday Mass. In an attempt to compromise St. John's scheduling pressure and our agency's need for Catholic services, Sister Stenislus Porter will be providing Catholic Mass on Thursday afternoons from 1:00 p.m. to 2:00 p.m. during FY98. Father Baxa, priest of St. John's Catholic Church, will provide Mass periodically, as his schedule allows. Rev. Don Erickson, pastor of the Christian Church in Glen Elder, Kansas, is currently contracted as our agency's chaplain. He will continue through FY98 with services of ecumenical chapel, Bible study, and assistance in several of the agency's ART and VO groups.

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Educational Services

FY97 EDUCATIONAL STATISTICS

EDUCATIONAL SERVICES

North Beloit High School provides an opportunity for a successful learning experience in a safe, nurturing environment for female juvenile offenders of the State of Kansas and helps students recognize the predictable connection between behavior and consequences. The school provides a year-round program which allows students to pursue, through an individualized curriculum, the academic, vocational, and social skills necessary to become responsible citizens prepared for lifelong learning.

A strong component of the educational program remains the **STRUCTURED LEARNING TECHNIQUES** application of the Aggression Replacement Training developed by Arnold P. Goldstein. This program allows the opportunity for students to acquire appropriate social skills prior to their return to their communities. Through a collaborative effort by all departments at the Youth Center, students can acquire appropriate academic, social and employable skills necessary for successful reintegration into communities.

The educational program at the Youth Center is designed to meet the needs of youth to habilitate them to become productive citizens. The program is a blend of **educational, vocational and life skills** with emphasis in all areas to become more self-sufficient. Review the following statistics to evaluate the effectiveness of the educational program.

CREDITS

128 students were either conditionally released or discharged from the Youth Center during FY97. The mean number of credits upon admission was 4.33 and the mean upon release was 10.89. This shows a mean gain of 6.56 credits. Our statistics show the average length of stay for these 128 students was 7 months and 13 days.

PEABODY INDIVIDUAL ACHIEVEMENT TEST RESULTS

120 students were pre and post tested with the PIAT. The average length of stay for these 120 students was 7 months, 15 days. The average reading level upon admission was 7.75 and 9.38 upon release. This shows an average reading gain of 1.63 which is a 21% gain from the pre test level to the post test level. The average math level upon admission was 7.92 and 9.77 upon release. This shows an average math gain of 1.85 which is a 23% gain from the pre test level to the post test level. The average composite level upon admission was 7.75 and 9.23 upon release. This shows an average composite gain of 1.48 which is a 19% gain from the pre test level to the post test level.

COURSE COMPLETIONS

An attempt is made to insure that all students released will complete Personal Development, Career Education and Parenting Education. During FY97 **123** students completed **Personal Development**, **119** completed **Career Education** and **108** completed **Parenting Education**.

VOCATIONAL PREPARATION

North Beloit High has additional programs that are offered to selected students. These classes are vocational preparation classes to increase the students abilities to live more successfully independently within their home communities upon release. **2** students completed **Geriatric Aide Training (GA)**, **125** completed **Vocational Preparation (VP)**, and **104** completed **Vocational Introduction and Preparation (VIP)**. The **128** students released completed a total of **147** vocational education preparation classes. This is an average of **1.15** classes per student. Workstudy classes offered were: certified geriatric aide training, day care training, sheltered workshop training, office worker training, sales clerk training, teacher aide prep., library aide training, food service training, dining room attendant training, custodial training, and recreational aide training.

GRADUATES

The educational program has a goal of graduating all youth who are 16 years-of-age upon admission. The number of students graduating during FY97 was **67**. **19** students graduated with regular high school diplomas and **48** graduated with the GED. Not all of these students have been released. There were **73** students released who were 16 years-of-age or older upon admission. Of these **73** students **77%** completed secondary requirements.

WORKSTUDY PROGRAM

An effort is made to provide students a work/study experience. This involves youth working at the Youth Center and within the community. During FY97 **29** students held a total of **29** jobs at **8** different work sites. These **29** students worked a total of **1,101.93** hours and earned **\$11,068.34**. **\$2,244.70** was funded through **J.T.P.A.**, **\$8,161.14** through the **State of Kansas**, and **\$662.50** by private employers.

VOLUNTEER PROGRAM

In addition to the work/study program, North Beloit High has a volunteer program for the community of Beloit. Students who have appropriate training are allowed to volunteer for duties at the Red Cross Blood Mobile, provide beauty services to the residents of Hilltop Lodge Nursing Home, and the Long-Term Care Unit of Mitchell County Hospital. During the year the prevocational cosmetology students made **48** trips to Long-Term Care and Hilltop Lodge. **50** different students volunteered a total of **726** hours. Youth having office worker training, geriatric aide training and/or food service training volunteered their services during the three blood mobile drives. During the five days **19** students filled **19** job slots for a total of **125** volunteer hours.

AVERAGE DAILY ATTENDANCE

The average daily attendance for **special education** was **22**. The average daily attendance for **regular education** was **58**. The total **combined** average daily attendance was **80**. This includes Morning View and the campus school. There were **20,521** student days and **251** days taught.

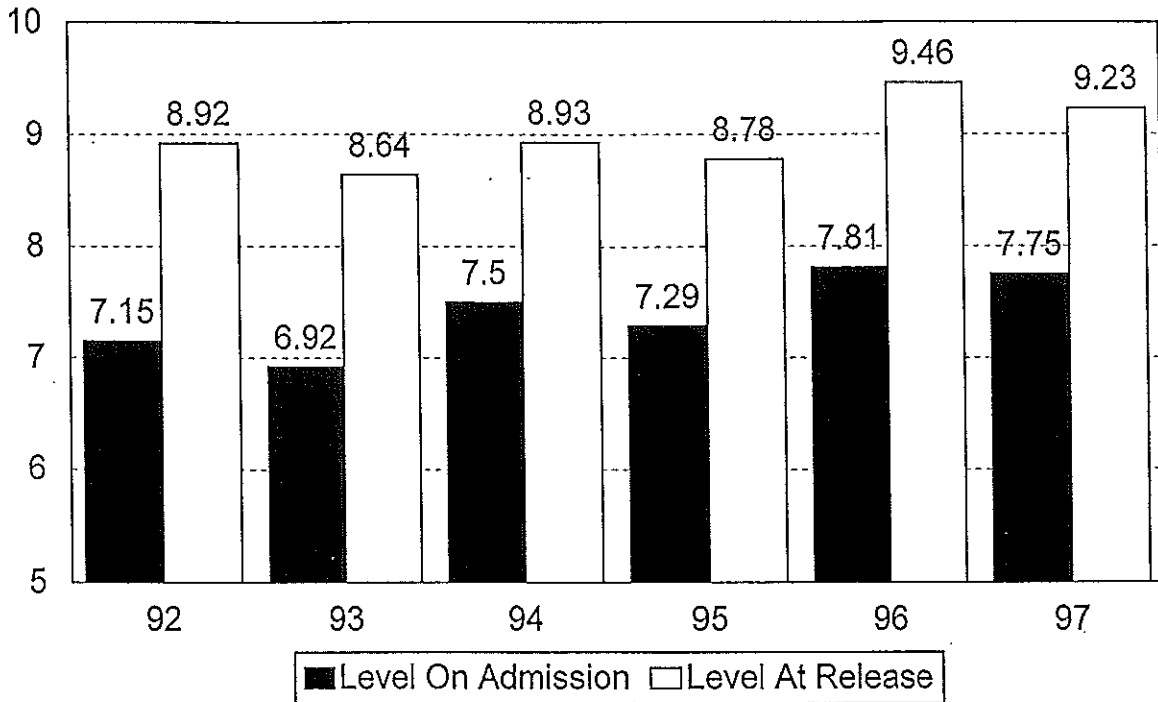
NEW ADMISSIONS

136 students were admitted to YCAB during FY97. The **mean reading level** for these students was **7.75**, the **mean math level** was **7.59**, the **mean composite level** was **7.58**, and the **mean number of high school credits** was **3.62**.

Clark Coco
Director of Education

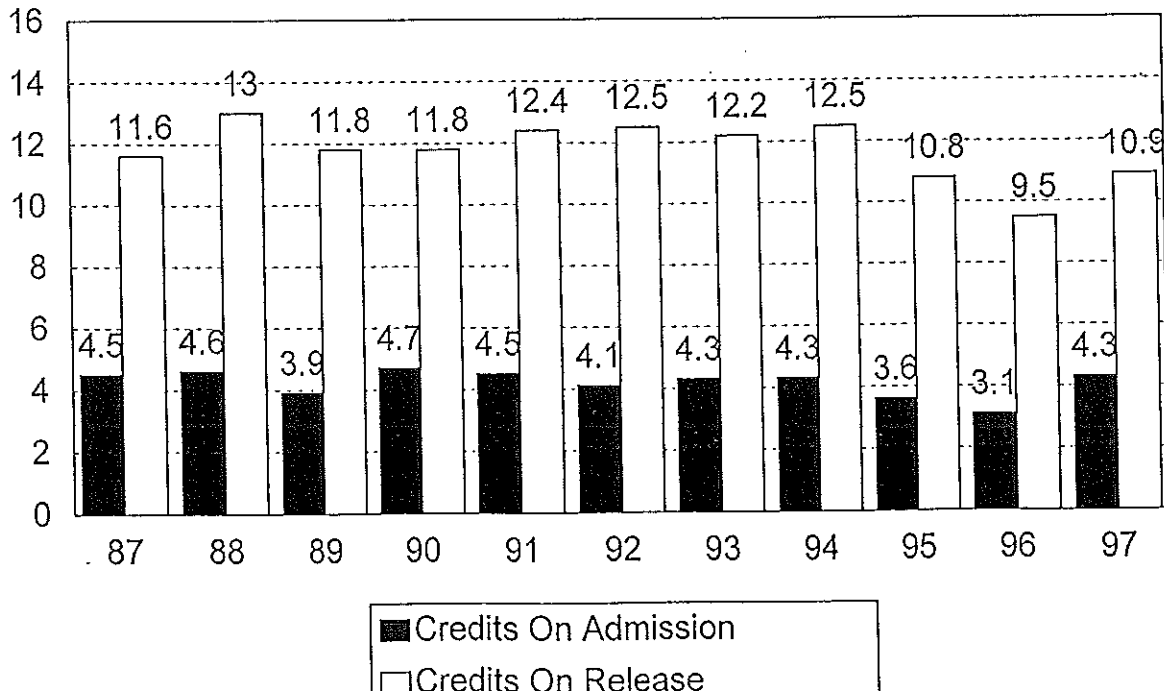
North Beloit High

Composite Skill Level

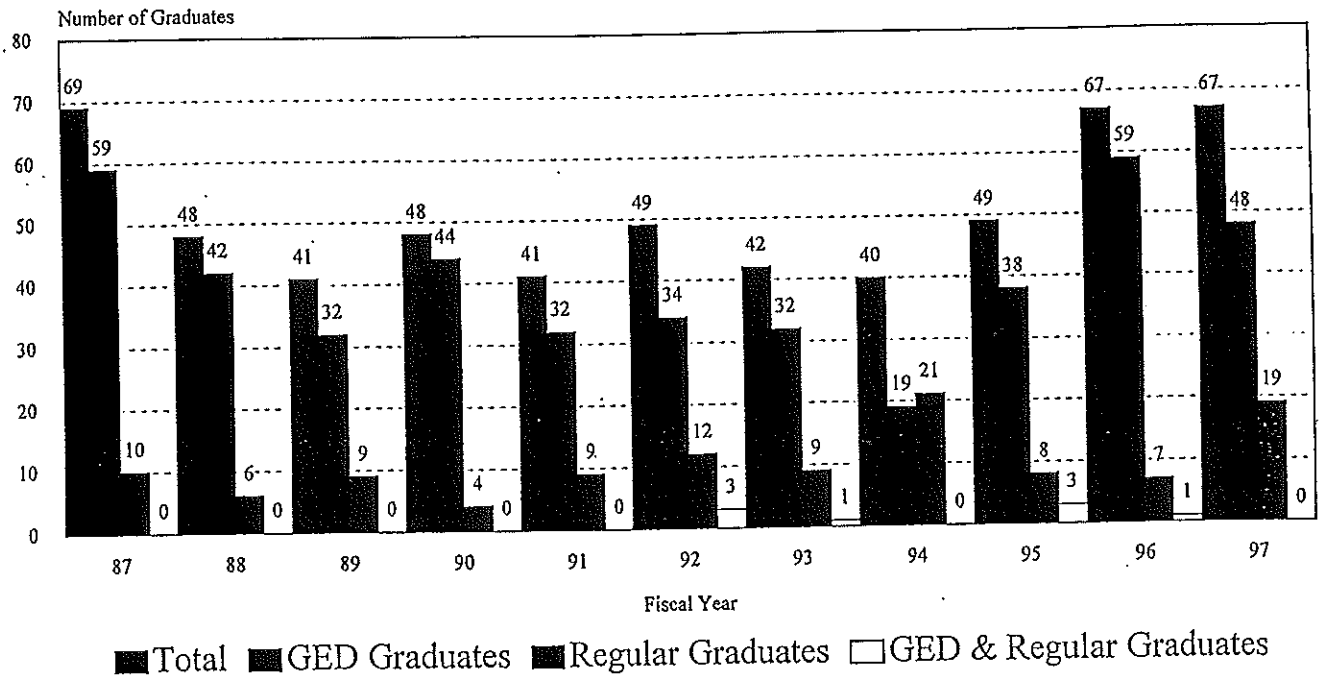


North Beloit High

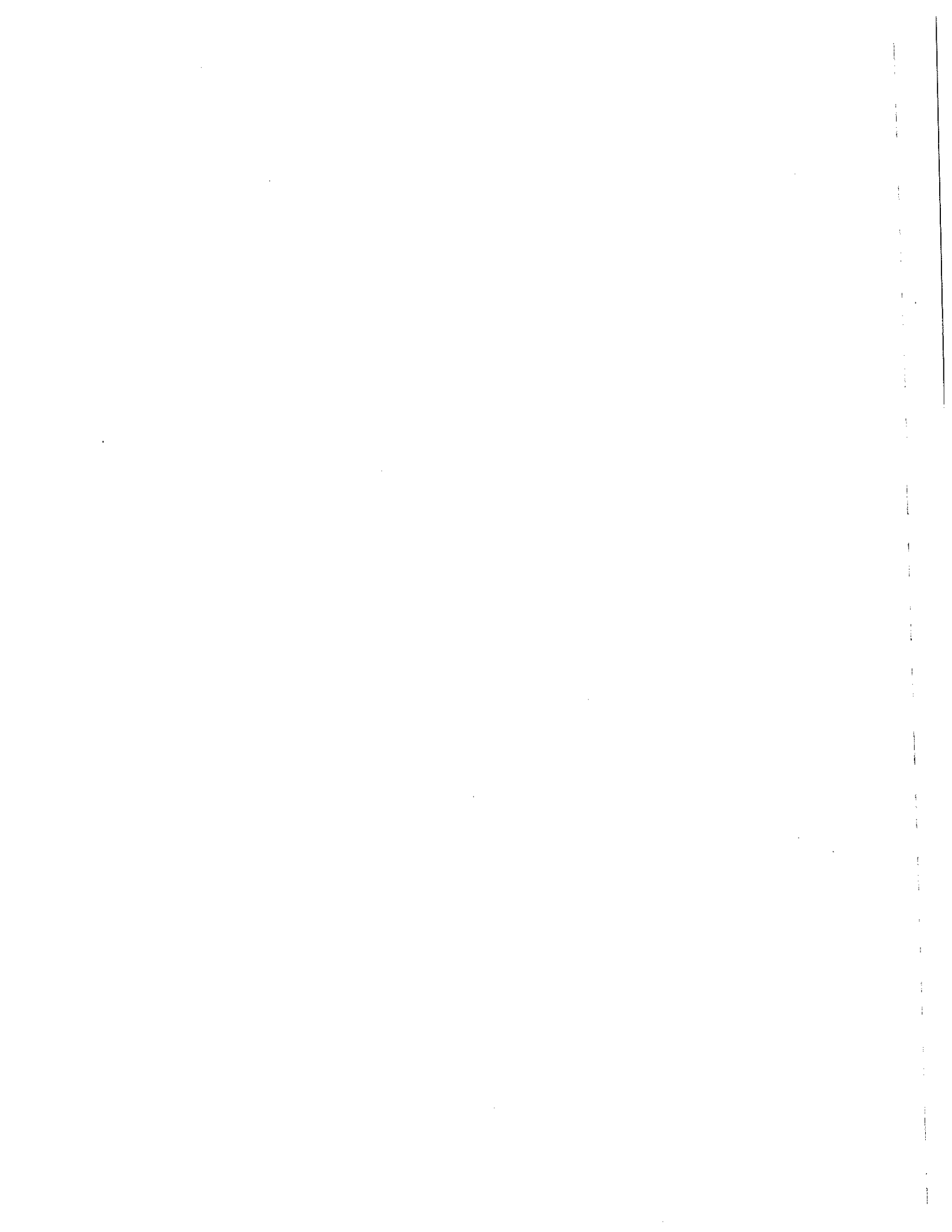
Credits



North Beloit High Graduates



**Staff Development
& Research**



IN-SERVICE TRAINING DEPARTMENT

The Training Department at YCAB is responsible for the coordination, development, delivery, and evaluation of a comprehensive training program which meets internal and SRS policies, as well as American Correctional Association (ACA) Standards.

A total of 7,828.5 continuing education units (CEUs) were earned by 123 civil service and contracted staff members during FY97. Ninety-six percent of staff met their respective CEU requirements as outlined in policy.

All new employees at YCAB must complete a forty-hour orientation. Sixteen new employees completed orientation training during FY97 while four other new staff are in various stages of completion. Orientation training included instruction in Youth Center history, philosophy, mission, programs, and policies (with a comprehensive policy quiz designed to help new employees learn key policies as well as to gain skill in using the Policy Manual). Orientation also included Cultural Diversity, YCAB Programs, and Team Training to allow new staff to become acquainted with the team concept of Kansas Quality Management.

In addition, the training department provides all new youth service specialists with a comprehensive 120 hour basic training package during the first six months of employment. Five youth service specialists (YSS) completed this extensive training during FY97. Six individuals are currently working toward that requirement. In addition, one social worker, who is in the category of professional specialist, participated in many of the basic training classes along with the YSS staff.

Each month, during the team meetings for each cottage, training was conducted over a variety of topics. Some of those topics were: Managing Aggressive Behavior Refresher, Understanding Acts of Self-Harm, Suicide Risk Assessment, Cultural Diversity, ART Homework and Cage Your Rage Homework Review, and Policy Quiz #1 and #2 (this was part of a YSS/Training Department fiscal year objective). The format for team meetings was based on KQM principles.

A variety of other training was held throughout the year to allow staff to earn CEUs. The topic for some of those trainings included: Using Basic Analytical Tools , RAP Group, Cultural Diversity, Risk Reduction of Self Destructive Behavior, Frustrations with Learning, Cottage Computers (part of a FY97 objective), Make All Words Tender and Sweet..., and Youth Center Legal Issues.

In addition, the Youth Center was the downlink site for several satellite video conferences. Youth Out of the Education Mainstream, Youth Gangs in America, Law-Related Education, Leadership Challenges in Juvenile Corrections, and Preventing Drug Abuse Among Youth were the titles of the video conferences. These were usually

sponsored by the Office of Juvenile Justice and Delinquency Prevention and also earned CEUs for participants.

One of the most significant events for the year in the training department was the resignation of Staff Development Director, Jenni Reling, after approximately nine years in the position. Linda Haskins, who had been at the Youth Center approximately two years as a Youth Service Specialist I, was hired to fill this position. A relatively smooth transition was helped by the opportunity for the two of them to work together several days before Jenni's departure on October 4, 1996.

In May, this department, along with the entire Youth Center, participated in an American Correctional Association audit. The training department was found to be in compliance in each of its standards.

In June, 1997, the Training Director attended the National Juvenile Services Training Institute in Indianapolis, Indiana.

Other responsibilities of the Training and Research Department include: development of the annual Training Catalog, coordination of the YCAB's Speaker's Bureau, Relationship Awareness Training for residents, data collection and compilation for the Resident Exit Interview, the Resident Follow-Up Study, and the Parent Exit Interview. The training director also serves as the agency's Kansas Quality Management Coordinator.

*Linda Haskins,
Staff Development Specialist I*

PARENT EXIT INTERVIEW

One of several methods used to measure program effectiveness and "customer satisfaction" at the Youth Center is the Parent Exit Interview. YCAB is interested in determining parental perspective about placement, program, and staff availability. The exit interview covers the following program areas: communication, clinical services, drug and alcohol program, activity therapy, cottage life, support services, educational program, and over-all opinion of the Youth Center and its impact on preparing residents to return to community life.

Forty-six (46) Parent Exit Interviews were completed for a completion/return rate of 42.2%. This is slightly higher than last year's rate.

Communication and Clinical Services:

The first section addressed various areas of communication and clinical services. Based upon the 46 returned surveys, the results are as follows: (Please note that not all columns total 100%. Occasionally parents left some questions unanswered and sometimes responded with more than one indication).

	ALWAYS	USUALLY	SOMETIMES	NEVER
1. Kept informed of youth's activities, behavior, progress	54.3%	28.2%	13%	2.1%
2. Written reports helpful	56.5%	28.2%	10.8%	4.3%
3. Adequately involved in pass and release planning.	58.7%	30.4%	4.3%	6.5%
4. Staff able to give good advice regarding parents dealing with youth.	39.1%	36.9%	17.4%	4.3%
5. Staff clearly explained youth's treatment program & problems.	46.8%	42.5%	8.5%	2.1%
6. Staff contact helpful in improving communication, understanding & closeness in the family.	26%	45.6%	13%	10.8%
7. Courteous treatment by staff.	80.4%	17.4%	2.1%	0
8. Social worker prompt in returning calls.	60.8%	26%	6.5%	6.5%
9. If disagreements with staff occurred, were they positively resolved?	30.4%	39%	4.3%	4.3%
10. Youth's medical needs met while at YCAB.	73.9%	10.8%	10.8%	0
11. Comfort with general care and treatment received by youth.	45.6%	45.6%	8 %	0
12. Passes helpful in assisting youth to return home.	56.5%	10.8%	2.1%	13%

Alcohol and Drug Program:

Forty-two of the forty-six surveys indicated that daughters had participated in the Youth Center's Substance Abuse Program. Those 42 answered three additional questions with the following results:

	Very Helpful	Somewhat Helpful	Little Help	No Help At All
13. Information from Youth Center helpful in understanding how substances created problems for youth.	66.6%	11.9%	2.3%	7.1%
14. Staff helped family understand how to be supportive to youth in recovery from substances.	57.1%	21.4%	2.3%	11.9%

	YES	NO
15. Staff included parent in discussions about alcohol/drug aftercare.	56.5%	43.4%

Activity Therapy Program:

Two questions were asked of parents about the Activity Therapy Program. Results are as follows:

	Always	Usually	Sometimes	Never
16. Did your daughter inform you of the different leisure-time activities she was involved in?	58.6%	32.6%	6.5%	2.1%

	Greatly Improved	Improved Some	Improved Little	Made No Change
17. Since her arrival at the Youth Center, do you believe that your daughter's physical fitness has:	50%	32.6%	8.6%	8.6%

Cottage Life:

Three questions assessed issues of cottage life:

	Always	Usually	Sometimes	Never
18. Did your daughter experience a sense of safety & comfort within the cottage she resided?	26%	58.6%	13%	2.1%

	Positive, Helpful	Occasionally Helpful	Negative
19. How did your daughter relate her experiences with cottage staff?	65.2%	32.6%	2.1%

	Yes	No	No Passes
20. Did you notice your daughter demonstrating improved skill in any of the life skills she learned in the cottage?	58.6%	8.6%	26%

Support Services:

The following grid represents responses parents had regarding support services.

	Very Good	Good	Fair	Poor
a) Quality of food	6.5%	45.6%	41.3%	2.1%
b) Amount of food served	19.5%	45.6%	28.2%	2.1%
c) Cleanliness of building & grounds	58.6%	30.4%	4.3%	2.1%
d) Adequacy of parking & visitation facilities	50%	32.6%	10.8%	0
e) Helpfulness of reception staff	60.8%	28.2%	4.3%	0
f) General atmosphere of Youth Center	36.9%	50%	6.5%	2.1%

Education Program:

This grid shows parents' impressions of their daughter's involvement with the school:

	Strongly Agree	Agree	Disagree	Strongly Disagree
a) Math skills have improved	34.7%	50%	0	2.1%
b) Reading skills have improved	28.2%	54.3%	2.1%	2.1%
c) Seems more interested in school	32.6%	50.0%	6.5%	0
d) Has more positive educational & vocational goals	50%	32.6%	4.3%	0
e) Positive response to family's questions & concerns related to school/education	54.3%	32.6%	2.1%	2.1%

Overview:

The final section is an opportunity for the parents to rate their daughter's preparedness for satisfactory adjustment in life. Parents were asked to assess the progress of their daughter in a variety of areas and compare the present time to the

status of their daughter prior to entering the Youth Center.

	Much Improvement	Some Improvement	Little Improvement	No Improvement
a) Relationships with parents	69.5%	21.7%	0	2.1%
b) Respects & accepts authority	67.3%	23.9%	4.3%	0
c) Attitude	58.6%	34.7%	4.3%	0
d) Temper control	63.0%	32.6%	0	0
e) Control of behavior	60.8%	26.0%	6.5%	0
f) Trustworthiness	56.5%	23.9%	6.5%	0
g) Choice of friends	50%	28.2%	6.5%	2.1%
h) Self-esteem & self-confidence	67.3%	15.2%	2.1%	2.1%
i) Sense of responsibility	67.3%	23.9%	2.1%	2.1%
j) Problems with alcohol and/or other drugs	65.2%	8.6%	2.1%	2.1%
k) Appearance, grooming	73.9%	13%	2.1%	2.1%
l) Better use of free time	69.5%	17.3%	4.3%	0%

*Linda Haskins
Staff Development Specialist I*

RESIDENT EXIT INTERVIEW

A valuable tool for measuring the effectiveness of the Youth Center's care and programs is the Resident Exit Interview. Residents are asked to provide responses to this questionnaire a short time prior to their release. This instrument is designed to seek resident's impressions in nine service areas including clinical, cottage life, medical, activity therapy, chapel, dietary, business office, and education. A total of 109 responses were completed by residents in FY97. This was a decrease from 123 responses in FY96. In some cases, totals do not add up to 100% because responses were left blank. Summary of responses in each of the service areas follows:

Clinical Services:

Question one asked residents if the Justice Model Level System provided them with a clear understanding of behavioral expectations. One hundred and six residents (97.2%) answered that question affirmatively.

The following table summarizes other responses regarding the level system:

	Always	Usually	Sometimes	Never
1. The consequences I received for breaking the rules were fair & just.	13.7%	53.2%	29.3%	2.7%
2. I knew what consequences would follow for breaking Youth Center rules.	47.7%	45.8%	6.4%	0
3. I knew what was needed to move from security or seclusion status.*	32.1%	6.4%	5.5%	1.8%

*Fifty-five residents (50.4%) indicated that area three did not apply as they had never been placed in security or seclusion.

Ten percent of our residents (11 girls) indicated when they filled out the survey that they had no problem concerning their family. The remainder answered "while they had been at the Youth Center they learned to be more successful in dealing with problems they have with their families" in this manner:

<u>Always</u>	<u>Usually</u>	<u>Sometimes</u>	<u>Never</u>
38.5%	35.7%	12.8%	1.8%

Residents were asked to reflect on the help they received from their initial planning conference and their program reviews.

Staffing and program reviews...

- ...helped 88.0% of the residents see their strengths and good points.
- ...helped 86.2% of the residents see how their behavior sometimes causes problems in their life.
- ...helped 88.0% of the residents see the progress they were making.
- ...were a waste of time according to less than one percent of the residents.

When asked about their cottage social worker or psychologist...

- ...92.6% (101) indicated that these staff tried to be available to talk to them.
- ...69.7% (76) believed that these staff helped them solve problems.
- ...64.2% (70) indicated that social workers and/or psychologists helped them understand themselves better.
- ...66.0% (72) indicated that they believed these staff cared about their feelings.
- ...3.6% (4) believed that cottage social workers and/or psychologists were no help to them at all.

One hundred and six girls (97.2%) responded that they had an opportunity to participate in the planning for their release and placement.

The Sexual Abuse Program:

Youth were asked to check as many as apply concerning the Sexual Abuse Program. Responses indicated that 73.3% (80) did not attend a sexual abuse group.

Of those answering the survey who did attend S.A. groups, eighteen residents indicated that the program helped them stop blaming themselves, it helped them understand their own sexuality better, and it helped them to make better decisions for themselves in regard to their own sexual behavior. Twenty-two residents responded that the groups helped them to feel stronger and more confident about themselves. Nineteen residents said that the groups helped them understand ways to try to prevent their own children from being sexually abused. Finally, three residents responded that the S.A. Program did not help them.

Substance Abuse Program:

Of those residents answering the Exit Interview, 102 answered affirmatively when asked if they were involved in the Substance Abuse Program. They were then asked which components of the program were most helpful to them.

AA/NA Meetings	81.3%
D & A Group	83.3%
Alateen Meetings	17.6%
R.A.D. Meetings	18.6%
Individual Counseling	30.0%

Home Passes:

Thirty two residents went on home passes during the fiscal year. Eighteen residents indicated that the pass helped them work on problems with their family and helped them test their behavior in the community. Four residents believed that home passes were not helpful.

The Peer Helper Program:

Nine residents indicated that they were peer helpers. The survey asked residents to check as many categories as apply. Results were:

- 26 girls said that the program helped them feel better about themselves.
- 20 said that the program helped them feel better about their peers.
- 19 said that the program helped them feel that others care about them.
- 3 felt that it was not helpful and
- 35 did not use the peer helper program in any way.

Cottage Life Experiences:

Respondents are told of the safeguards for their personal rights upon admission. Ninety six (88%) believed that the Administrative Review Policy had been clearly explained to them. Ninety residents (82.5%) believed the same to be true regarding the Student Grievance Policy and one hundred and three (94.4%) answered affirmatively regarding the Rules Governing Youth Behavior.

An additional component of the survey addressed whether the youth felt safe and comfortable in their cottage. Thirty six (33%) said that they always felt safe and comfortable, while forty nine (44.9%) said that they usually felt safe and comfortable. Twenty residents (18.3%) sometimes had that feeling and two (1.8%) indicated that they never felt safe or comfortable in their cottages.

In reference to cottage staff, responders were then asked to assess overall feelings and impressions. Ninety six (88%) believed that cottage staff tried to take time to listen to problems and eighty three (76.1%) believed that staff cared about their feelings. In general, Y.S.S. were believed by residents to: provide positive affirmations (79.2%), help youth identify personal strengths (81.6%), help them understand their feelings, and help them make better decisions (76.1%).

Seventy-seven percent or 84 residents responded affirmatively to the question of whether or not cottage life skills helped prepared them for independent living.

Medical Services:

The medical program is multifaceted, providing a wide range of services. Ninety residents (82.5%) responded that they were satisfied that medical needs had been met while at the Youth Center. One hundred and three (94.4%) youth generally believed they received good information on STDs, including HIV infection.

Activity Therapy:

The residents were asked to write in their favorite, most enjoyable activity presented in the Activity Therapy Department. In FY97, as well as for the past four years, the overwhelming favorite was volleyball.

Religious Services:

The Religious Services Section asked residents about attendance at on-campus and off-campus church services. Forty-nine responders (44.9%) answered affirmatively to having attended on-campus services. Eight (7.3%) of the girls also indicated they attended off-campus community church services while in residence at the Youth Center. Twenty six (23.8%) attended on-campus Roman Catholic Mass.

Dietary and Maintenance Services:

Though dietary and maintenance services are separated on the actual questionnaire administered to youth, these areas are presented together on the following table showing the youth's perceptions of those aspects of their stay at the Youth Center.

	Always	Usually	Sometimes	Never
1. The meals at the Youth Center were good.	1.8%	36.6%	60.5%	0.9%
2. I got plenty to eat.	15.5%	35.7%	41.2%	7.0%
3. The grounds and buildings on campus were kept neat and clean.	46.7%	39.4%	9.0%	4.0%

Business Office:

Ninety five residents (87.1%) indicated that they always knew how much money was in their account.

Educational Services:

Reactions to the educational program were assessed by seeking opinions to the following three areas (instructions were to check as many as apply):

Generally the teachers...

- ...tried to listen to my problems. 66.9%
- ...helped me learn. 87.1%
- ...helped me with classwork when I needed it. 93.5%
- ...helped me improve my behavior. 55.9%
- ...helped me feel important. 60.5%
- ...didn't seem to care. 6.4%

This school program...

- ...taught me some useful job skills. 93.5%
- ...gave me some work experience. 89.9%
- ...helped me learn good job behavior. 89.9%
- ...helped me catch up in school. 90.8%
- ...helped me get along with others. 66.9%
- ...was a waste of time. 1.8%
- ...helped me more than public school. 60.5%

The school helped me...

- ...decide what jobs I liked better. 82.5%
- ...understand the dangers of unsafe sex. 68.8%
- ...learn valuable life skills. 82.5%
- ...learn good parenting skills. 94.4%
- ...decide what I plan to do when I return home. 84.4%

*Linda Haskins
Staff Development Specialist I*

RESIDENT FOLLOW-UP STUDY

Tracking the status of residents after leaving the Youth Center is of value in order to assess changes that have occurred. It was anticipated that seventy two residents would complete the six-month period on conditional release and therefore be candidates to receive and complete the Follow-Up Study. Eighteen girls were returned to the Youth Center and nine were discharged prior to the end of their original release date. The end result was that there were approximately forty-five former residents who were believed to have received the Follow-Up Survey. Fifteen surveys were completed and returned for a return rate of 34%. This is considerably lower than last fiscal year's return rate of 59%. (Please note: not all items total 100% as occasionally a girl left a space blank or in some cases, a girl marked two different responses to one question.)

Legal Status:

Four of the fifteen (15) former residents reported charges and/or convictions for violations of laws since their release from the Youth Center. The violations included curfew violation, driving without a license, battery, criminal trespass, and obstruction of justice.

Psychological Status:

Respondents were asked to provide information on five questions regarding self-perception. The questions addressed judgmental ability, reliance on self, general life satisfaction, purpose in life, and drug/alcohol use. (See table)

Psychological Status

	Never	Sometimes	Often
Demonstrates better judgement	0	53.3%	46.6%
Can rely on self & resources	0	26.6%	73.3%
Finds life satisfying	0	60.0%	46.6%
Finds purpose in life	0	40.0%	60.0%
Uses drugs/alcohol	93.3%	0	6.6%

Social Status:

Residents were asked to compare their present social experience with social experiences prior to their admission to Y.C.A.B. Items measured included ability to form and keep lasting relationships, level of comfort in interactions with authority figures, selection of friends with positive attitudes, peer level of influence and control, and reintegration into the community. (See table.)

Social Status

	Yes/More So	No/Less So	Same
Easier to form/keep friendships	26.6%	6%	66.6%
Comfort with authority figures	93.3%	0	6.6%
Select friends with a positive attitude	73.3%	0	26.6%
Controlled/influenced by peers	6.6%	86.6%	6.6%
Sense of belonging in the community	53.3%	0	53.3%

Family Status:

The follow-up survey seeks to determine information regarding the living arrangements of youth at the time of the completion of the survey. Twelve girls (80%) were living with parent(s) or relatives. Two (13.3%) were living in foster homes or group homes and one former resident was living with a male friend. One former resident responded affirmatively in two areas - that she was living with parent(s) or relative and that she was living alone.

The Family Status Table shows responses from questions about perceptions of: family communication, upsetting nature of family problems, family support, and general satisfaction of family relationships.

Family Status

	More So	Less So	Same
Positive communication with family	53.3%	0	46.6%
Family problems upsetting	40.0%	13.3%	46.6%
Family is supportive	60.0%	13.3%	40.0%
Overall satisfactory family relationships	66.6%	6.6%	26.6%

Academic and Employment Status:

Six (40%) responders indicated that they were attending high school and six more responded that they had graduated from high school. No former residents were attending technical schools or colleges. One girl indicated that she was "having problems getting back into school", one was involved with Job Corp, and one was attending an adult learning center to receive her G.E.D.

The Academic and Employment Status Table shows responses regarding the former residents' experiences with regard to: acceptance of Y.C.A.B. credits at other schools,

their perception of the helpfulness of career education, vocational classes, and life skills programs while at Y.C.A.B. and finally, their employment status at the time of completion of the questionnaire.

Academic and Employment Status

	Yes	No
YCAB credits accepted at new school	46.6%	53.3%
Career Ed./Voc./Life Skills helped	93.3%	6.6%
Currently employed	46.6%	53.3%

Five former residents (33.3%) indicated that they had no trouble finding work. Two (13.3%) had not applied for work. Two (13.3%) believed that they did not have enough education or training and three (20%) indicated that having no work experience had hindered their finding employment. Five former residents (33.3%) indicated that there was no work available. Of those who were employed, areas of employment were given as: fast food (2), child care (1), motel employee (1), sales associate (1), waitress (1), and production line work (1).

*Linda Haskins
Staff Development Specialist I*

DISCIPLINARY ACTION SUMMARY

Use of Room Confinement

Room confinement is used to provide "a cooling off" period and an opportunity for residents to increase their conscious awareness of their own motivations and to enhance the opportunity to utilize anger control skills taught as a part of the ART curriculum. YCAB policy requires 15-minute visual checks with an ongoing opportunity to talk out issues. Room confinement is not to exceed one hour.

Youth Center Room Confinement

Historically, the last five years has seen a significant reduction in reliance on room confinement. In FY93, YCAB utilized room confinement 605 times; in FY96, with 97 admissions, room confinement was imposed only 136 times. **TOTAL INCIDENTS OF ROOM CONFINEMENT FOR FY97 WERE 151.** With growing admission rates and high numbers of new admissions, this frequency is reasonable. Total new admissions for FY97 were 104.

For the fourth year in a row, Sunnyside Cottage utilized room confinement less than any other living unit. Sunnyside had eight uses of room confinement; Skylark 36; Prairie Vista 90; and Morning View 17.

The longest use of room confinement was 60 minutes in compliance with agency policy. The average length of room confinement was 36 minutes and shortest length was five minutes. The 3-11 p.m. time frame accounted for 71% of all room confinement. Persistent misbehavior" accounted for 29% of all room confinement with "refusal to comply with program and staff requests" accounting for 26%.

While in general the agency's reliance on room confinement is well within acceptable limits, I will be asking the program supervisor and cottage director of Prairie Vista Cottage to look closely at their heavy reliance on room confinement during this fiscal year and to generate a proposal to seek other alternatives when structuring behavior.

Use of Security

Morning View Cottage provides a semi-closed environment to deal with behaviorally disruptive and psychiatrically unstable residents. Residents requiring this level of structure and program control represents a reasonably small percent of the total population. In FY97, only 13% of our residents were referred to Morning View for Security placement.

The Security wing of Morning View Cottage consists of six individual rooms. YCAB policy requires 15-minute visual checks, two-hour counseling contacts during waking hours, not to exceed 120 hours. Residents are required to demonstrate three hours of controlled and cooperative behavior during which time they are able to discuss their problematic issues, make amends to staff and recommit themselves to renewed behavioral control and program compliance. If able to accomplish these issues within three hours, room confinement may be terminated. During FY97, no resident was removed from Security status within three hours, the shortest being 3 hours and 14 minutes and the average length of a Security referral 78 hours.

The longest use of room confinement was 92 hours and 43 minutes. There were no incidents of violations of our 120 hour maximum referral.

The most frequent rule violation resulting in Security placement was "persistent misbehavior" and the most frequent time of referral was 9 to 10 p.m. **DURING FY97, THE AGENCY UTILIZED SECURITY INTERVENTION 274 TIMES. THIS FIGURE CONTINUES A PATTERN OF UNDULATING USE OF SECURITY AS AN INTERVENTION AND CONTROL STRATEGY.** In FY93, 460 referrals were made; 157 in FY94; 232 in FY95; 194 in FY96; and our current level of 274 in FY97.

Numbers of referral by day of the week are as follows: Sunday, 46; Monday, 56; Tuesday, 30; Wednesday, 40; Thursday, 37; Friday, 42; and Saturday, 42. Mondays and Tuesdays representing the highest Security referrals is a historic pattern and, to some extent, is tied to the structure of our present level system and reduced programming.

Breakdown of referrals by cottages are as follows: Sunnyside, 17; Skylark, 28; Prairie Vista, 17; Morning View, 208; and other referrals, 4 (returns from escape status, either from campus or conditional release, etc.).

Ronald R. Willis
Clinical Program Coordinator

ADMINISTRATIVE REVIEW HEARINGS

Administrative Review Hearings are provided for all residents who experience grievous loss of program and referral to Security status in Morning View Cottage. This hearing is conducted within 48 hours of the decision exclusive of weekend and holidays and guarantees that a 24-hour prior notice of the time and place of the hearing is given each youth. An investigation is conducted by supervisory youth service specialists within 24-hours.

1. During FY97, 274 Administrative Review Hearings were provided to residents who had been placed on Security status. This is up from 194 in FY96.
2. Of the 274 Administrative Reviews, the Administrative Review Chairperson upheld staff decisions in 254 of those reviews. Twenty overturned Administrative Review Chairperson reports are the highest since the adoption of the Administrative Review policy. It may, to some extent, reflect the increased pressure, staff experiences in trying to respond quickly to escalating levels of behavioral unrest within the cottage and with specific residents with explosive behavior. It is the responsibility of the Clinical Program Coordinator to review all referrals to Security and most particularly referrals that were overturned by the Administrative Review Hearing. After a thorough review of all 20 cases, I was in agreement with the decision that staff must require of themselves a full range of program responses to misbehavior. In compliance with ACA requirements, the reports describing these 20 incidents were purged from each resident's master file and all prior privileges restored. Of the 254 decisions that were upheld by the Administrative Review Committee Chairperson, seven were appealed to the Clinical Program Coordinator; one claiming violation of rights, two providing new information; and four claiming the sanction was too strict. In all cases, the

chairperson's decision was upheld by the Clinical Program Coordinator and none of the seven youth sought a second level of appeal to the Superintendent. I believe the lack of a request for a second appeal was due, at least in part, to the time the Clinical Program Coordinator spent with each resident, explaining the rationale of the staff, chairperson and program coordinator.

*Ronald R. Willis
Clinical Program Coordinator*

STUDENT GRIEVANCE HEARINGS

YCAB Policy 13.04 **Student Grievance Procedures** allows for a resident to request a review of any staff decisionmaking and ultimately file an official complaint or "grievance" if in their opinion they have received no satisfaction from the informal review. The expectation is residents solve grievances at the lowest and least formal level beginning with a meeting between the resident and staff member involved in the incidents. If such discussions are not satisfactory, the youth may request a meeting with the staff member and their supervisor. Ultimately, every resident is entitled to file an official grievance and may do so with no fear of reprisal.

During FY97, eight residents' complaints resulted in official filing of a grievance. This compares with seven in FY96. Of those eight grievances, two resulted in the Clinical Program Coordinator resolving the dispute without conveying the grievance committee in a method that was satisfactory to both the resident and staff. The other six grievances were settled three by the direct action of the Clinical Program Coordinator and three by convening the student grievance committee. All upheld the staff's original decisions.

It is common for residents to claim they are unfamiliar with the student grievance procedure. During FY97, we developed a user-friendly work sheet to aid new admissions in understanding the procedure.

*Ronald R. Willis
Clinical Program Coordinator*

RESTITUTION

The Youth Center at Beloit believes in the concept of accountability. Emphasis is placed on conveying to each youth their responsibility and accountability for their own behaviors. Therefore, the Youth Center has established a systematic means of validating when property belonging to the Youth Center, its staff or peers has been damaged, or when additional unusual expense is incurred. An example would be round-trip mileage for the return of escapees. According to YCAB Restitution Policy No. 16.11: "Any youth who, because of carelessness, misbehavior, or rule infractions, damages or destroys property or incurs an additional unusual expense, may be required to make restitution." Restitution may take the form of monetary payment or compensatory work service, or a combination of both. The following chart compares the past four years.

FY97 RESTITUTION SUMMARY

	FY97	FY96	FY95	FY94
Total number of completed contracts.	15	21	27	41
Total cost of contracts	\$4,850.34	\$3,242.32	\$3,018.02	\$6,521.91
Amount recovered in cash	\$ 33.53	738.25	\$1,055.75	\$ 692.99
Hours worked at \$4.75	636.20			
Hours worked at \$4.25	101.05	588.50	506.25	622
Average Number of days contract completed	104	47.5	48	115
Contracts pending at end of year	12	7	7	13

REASON FOR CONTRACT:	FY97	FY96	FY95	FY94
Return from Escape	8	1	5	17
Recovery of damages to YCAB	10	12	7	24
Recover of damages to peers'/staff's personal belongings	3	1	9	3
Unnecessary YCAB expenditures	5	5	11	7
Lost items, i.e. books	2	1	4	3

This year's totals reflect a continued decrease in the number of contracts. However, there was a significant increase in the total cost of these contracts. There was a

profound decline in the amount of cash reimbursements while the number of work-service hours increased. We experienced a pivotal increase in the cost of return from Escape Status. Restitution work sites include but are not limited to: horticulture aide, clerical, teacher's aide, custodial, food service and maintenance areas. Ongoing effort to use restitution workers is supported by all staff and most girls expect to be held accountable for their misbehaviors, as they frequently ask to begin work prior to the contract implementation.

*Katrina Pollet
Restitution Coordinator*

SEXUAL ABUSE TREATMENT PROGRAMMING

Data obtained through assessments of our residents continue to indicate that a large percentage of our population has been sexually abused and exploited. The research also continues to strongly support the idea that such abuse has a strong negative impact on behavior, personality, psychological functioning and overall adjustment. While sexual abuse is not the only traumatic/disruptive event in the lives of our residents, is viewed as one of the "core issues" that cannot be ignored in programming.

The primary format of the Sexual Abuse Program involves treatment/support groups with additional individual counseling. Two staff (social worker and psychologist) provide the bulk of these services. During FY97, three ongoing groups were in operation. The groups were open-ended and completely voluntary. During the fiscal year, 45 residents participated.

Sexual Abuse Survey

New admissions are interviewed in regard to sexual abuse issues, and in FY97, 79 such interviews were completed. Of the 79 youth interviewed, 35 (44%) reported having been sexually abused. This compares with the following figures from past years:

<u>FY96</u>	<u>FY95</u>	<u>FY94</u>	<u>FY93</u>	<u>FY92</u>
41%	52%	61%	72%	55%

Perpetrators identified in descending order of frequency were:

- 1) fathers and stepfathers;
- 2) strangers;
- 3) acquaintances;
- 4) friend of the family;
- 5) uncles;
- 6) cousins; and
- 7) boyfriend.

The average age when sexual abuse first occurred was 9.4. Forty-three percent (43%) reported that their abuse was ongoing with the average length of 3.2 years. Thirty-seven percent (37%) reported being abused by more than one individual.

Forty percent (40%) reported physical abuse in conjunction with their sexual abuse and thirty-four percent (34%) reported being threatened by their abuser if they ever told.

The negative impact of sexual abuse was evidenced in a number of ways:

- increased anxiety 54%
- lower self-esteem 60%
- increased depression 54%
- suicidal thoughts 23%
- suicidal behavior 20%
- difficulty trusting others 43%
- alcohol/drug abuse 20%
- increased aggression toward others 20%
- increased sexual acting out (promiscuity) 54%
- perceived loss of power/control in life 26%

Only twenty six percent (26%) reported receiving any counseling to assist them in dealing with their abuse.

The major challenge facing the Sexual Abuse Program at this time is related to the inadequate time available to devote to this issue and the increased shorter lengths of stay. The increased workload created by higher admission rates robs time that, in the past, have been devoted to this program.

James Moore
Chief Social Worker

SUBSTANCE ABUSE DEPARTMENT

The Substance Abuse Department experienced several personnel changes in FY97. For about the first six months of the year, our Chemical Dependency Counselor position was vacant. In December, 1996, we were able to rehire Ms. Rhonda Brooks. With her return, we were able to restart a treatment experience for the youth. We were able to maintain the education/prevention program throughout the year and did add some new materials that were purchased with funds provided by Alcohol and Drug Abuse Services.

The youth who were admitted to YCAB throughout the year clearly reflected the national trend of increased use of some substances including marijuana and heroin. Compared to past years it seems as though we had more youth who had a strong belief that their use of marijuana created absolutely no problems for them or others. In past years, we have always had youth who had used heroin on an infrequent basis and as far as we could determine, none of the youth had been involved in the regular use of heroin. We continue to see a disturbing trend that started about two years ago involving an increasing number of youth who are saying their memory and intellectual functioning has diminished. We tell the youth that there can be many reasons for impairment and it could possibly be related to their abuse of chemicals. We have had several youth who huffed, or "spooked" as they call it, spray paint. We believe that use of volatile substances like paint can create impairment and we educate the youth who use marijuana on a regular basis, to place responsibility for impairment on their use. This is still an ambiguous area but science is pointing more and more at today's marijuana as responsible for short-term memory loss. We educate the youth to this potential risk. Alcohol use remains a constant, showing little change statistically from previous years. Cocaine/crack use has diminished but more of the youth report use of amphetamine class drugs than in the past three years.

We continued our Family Weekend Program during the year. We had five weekends during the year that served 28 youth and their families. We were very pleased with the response from the majority of families who thought their understanding of chemical abuse/dependency and the YCAB Program had been enhanced. Some of the parents have continued to stay invested in their daughter's program and have appreciated additional information related to chemical dependency.

We have recently started a program to help us provide an alcohol and drug education experience for youth who may be here for a short-term stay. We intend to provide a basic drug and alcohol education experience for all new admissions within the first ten weeks of their stay at YCAB. This basic experience will include modules on drug education, co-dependency and Fetal Alcohol Syndrome.

We were able to provide three youth who spoke to the seventh and eighth grade classes at Beloit High School in May. They shared about their struggles with chemical dependency and encouraged the BHS youth to refrain from using.

We continue to have good support from AA/NA groups who provide volunteers for our weekly campus meetings. We have NA volunteers who come from Hutchinson and Salina. Our AA volunteers come from Beloit and Lincoln. We have a picnic last summer to honor our volunteers and had a softball game after the meal. The volunteers were also honored this spring with a coffee and certificates recognizing their service to the youth and YCAB.

We restarted a pre and post-testing program in an attempt to measure learning gain in the drug education program and found that the majority of the youth increased their knowledge base as the result of their group experience.

Our department has contributed to the Aggression Replacement Training Program in that Ms. Brooks does a Structured Learning Training Group and a Violent Offender Group. Mr. Sherlock does an Anger Control Training Group.

Now that we are staffed with two people in the department, we look forward to this next year as one in which we can continue to improve on the quantity and quality of services delivered to the youth.

Bill Sherlock
Chemical Dependency Recovery Program Director

VIOLENT OFFENDER PROGRAM

The concept of violent offender groups was developed to habilitate those offenders who have committed acts against other persons who were either clearly intended to or resulted in death, physical injury or abusive pain and suffering to other persons. According to YCAB Violent Offenders Policy No. 9.05, the primary focus of the program is aimed at reducing potential for violent actions both during incarceration and upon return to home and community.

To be categorized as a Violent Offender, the youth must be classified upon admission as a Violent Offender committing an Off-Grid or Severity Level 1 thru 6 Person (non-drug) Felony, or based upon documentation of violent behavior after admission. This is the first year that the Youth Center at Beloit has offered the violent offender curriculum; therefore, there is no basis of comparison. The three groups offered are "Givin' It, Takin' It, Workin' It Out," "Free Your Mind" and "Victim Awareness." In addition, the Youth Service Department provides individual counseling using the context of the ACA Workbook, "Cage Your Rage." The following chart depicts the outcome of these groups:

Classified due to committing offense:

# Of Offenders	Presently Enrolled In Groups	Completed Required Groups	Not Pass After One Attempt	Assault Since Admission
30	6	20	2	2

*2 adjudicated as adults before completion of groups

*1 released from SRS custody

*1 on extended temporary visit due to pregnancy

*1 completed the V.O. Groups, left YCAB, returned on a technical violation, and then assaulted staff.

Classified in-house as Violent Offenders:

# Of Offenders	Attempts To Complete	Complete Required Groups	Not Pass After One Attempt	Re-Assault After Classified
23	21	15	* 5	** 5

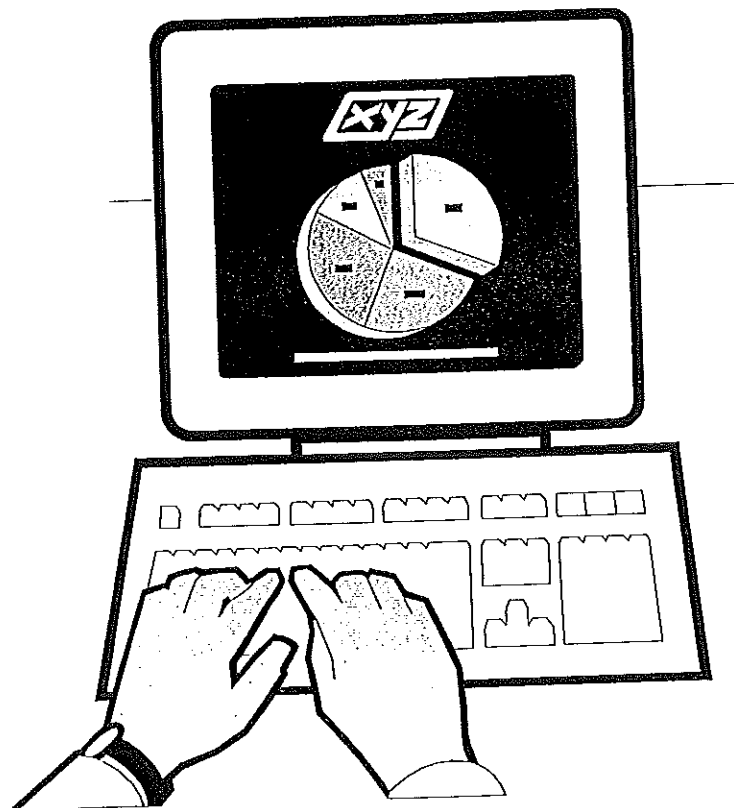
* 1 adjudicated as an adult before completion of classes

** 1 re-assaulted staff after being removed from Violent Offender Status

It is concerning to note the number of juvenile offender youths who have reassaulted since their admission/classification. All five in-house classifications have assaulted YCAB staff more than two times and as many as six assaults. While the two youth with a committing offense assaulted staff one time each since admission.

Katrina Pollet
Social Worker

FY97 Statistics Youth Center at Beloit



YOUTH CENTER AT BELOIT
FISCAL YEAR 1997 STATISTICS

Average Age on Admission	16 years, 1 month	104 admissions
Average Age on Initial Admission (Returnees)	14 years, 9 months	32 returnees

Direct Commitments	79
Actual Average Daily Census (ADC), less leave time	80

ADMISSIONS BY COUNTY

<u>COUNTY</u>	<u>New Admissions</u>	<u>Returnees</u>
Sedgwick	27	12
Johnson	10	4
Wyandotte	12	4
Shawnee	13	5
Finney	5	2
Butler	3	
Ellsworth	3	
Montgomery	3	
Barton	2	
Douglas	2	2
Harvey	2	
Leavenworth	2	
Lyon	2	
Miami	2	
Reno	2	
Seward	2	
Cheyenne	1	
Cowley	1	
Ford	1	
Jefferson	1	
Labette	1	
Ottawa	1	
Pottawatomie	1	
Republic	1	
Riley	1	
Stevens	1	
Sumner	1	1
Wilson	1	
Geary		1
Ness		1
Total Admissions & Returnees	<u>104</u>	<u>32</u>

**Y CAB
FY' 97 RETURNEES**

Revocation of Conditional Release (Nonviolator)	31
Revocation of Conditional Release (New charges)	1
Average length of stay at Y CAB prior to Conditional Release	9 months, 2 days
Average length of placement in community	4 months, 22 days
Shortest length of placement in community	28 days
Longest length of placement in community	11 months, 9 days

Releases: 128

Average Length of Stay

For all Releases	7 months, 13 days
Violent offenders by offense (13)	1 year, 14 days
Violent offenders internally classified (11)	11 months, 7 days

RECIDIVISM HISTORY

<u>FY</u>	<u>RELEASES</u>	<u>RETURNED</u>	<u>%</u>
85	60	5	8
86	85	13	15
87	100	20	20
88	89	12	13
89	93	18	19
90	107	22	21
91	82	18	22
92	82	16	20
93	80	10	13
94	87	10	11
95	106	19	18
96	141	34	24
97	128	32	25

FY'97 PRIOR PLACEMENTS & INTERVENTIONS

Juvenile Detention Facility	167	Community Corrections	2
Fosterhomes	100	Drug & Alcohol Treatment Facility	2
KCSL Youth Center	38	Families First	2
Probation	34	Grandmother	2
Kaw Valley	26	Grandparents	2
Youthville	26	Group Therapy	2
Wichita Children's Home	22	Hoisington Youth Home	2
Prairie View	18	House Arrest	2
The Farms	16	LSH	2
Florence Crittenton	16	Oakland House	2
Shawnee County Youth Center	16	Providence St. Margaret Hospital	2
Home	13	Secure Care	2
KCSL Emergency shelter	12	Shawnee County Group Shelter	2
Booth Memorial Family Center	11	Stay Program	2
Juvenile Residential Facility	10	Adolescent, Adult Family Recovery	1
Temporary Lodging for Children	10	Adolescent Support	1
Individual Therapy	9	Aftercare	1
The Village's	9	Barton County Youth Center	1
Bob Johnson's	8	Booth Secure Care	1
Cowley County Juvenile Shelter	8	Boothill Youth Shelter	1
The Shelter	8	Bridges	1
Beloit Screening Unit	7	Carrier House	1
Home Based Supervision	6	Central Assessment & Outreach Center	1
RAP	6	Chemical Dependency Program	1
St. Joseph Medical Center	6	Clinical Assoc.	1
Topeka State Hospital	6	Coffeyville Regional Medical Center	1
Wyandotte House	6	College Meadows	1
ACT Treatment Facility	5	Community Mental Health Center	1
CETU	5	Cooper County Juvenile Center	1
Eletronic Monitoring	5	Crossroads	1
Family Service & Guidance	5	DCCCA	1
Family Services/Preservation	5	Drug & Alcohol Out-patient evaluation	1
Family Therapy	5	Elm Acres	1
Living, Learning & Growing	5	Faith Children's Home	1
Residential Center for Youth	5	Finney County Jail	1
Stormont Vail	5	Four County HC	1
Family Foster Care	4	Girls Home Shelter	1
Group Living Situation	4	Heart Springs	1
Maude Carpenter Children's Home	4	House Arrest	1
Neutral Ground	4	Kansas Children Service League	1
Niles Home for Children	4	Lake Mary Center	1
Pawnee Mental Health	4	Lincoln Monica House	1
St. Joseph's Psychiatric Unit	4	Menningers	1
Catholic Social Services	3	Mental Health Ctr of East Central KS	1
Charter Hospital	3	Miami County Mental Health	1
Day Reporting	3	NEDARTS	1
Emergency Shelter	3	Osawatomie State Hospital	1
Group Home - Unspecified	3	Parsons Shelter	1
Independent Living Program	3	Rainbow Mental Health Facility	1
Intensive Supervision	3	Recovery Services Center, Inc.	1
Parkview	3	Rehabilitation Center	1
Salina Youth Care Home	3	Reno County Youth Shelter	1
Terry Home	3	Shawnee County Jail	1
TLC	3	St. Mary's Academy	1
Wynne Services	3	St. Francis Academy	1
Attendant Care	2	Substance Abuse Assoc of Central KS	1
Bethany Medical Center	2	Teen Work Force	1
CASA	2		

The Center for Counseling	1
Topeka Screening Unit	1
Topeka Youth Shelter	1
Trinity Lutheran Hospital	1
University Behavior Center	1
Wakeeney Shelter	1
Wraparound Services	1
Youth Services of Tulsa	1
Youth Shelter	1
Total Prior Placements and Interventions	809

STUDENT RELEASED TO:

PLACEMENT	NUMBER
Mother	54
Mother & Stepfather	13
Parents	15
Father	11
Grandparents	6
Father & stepmother	4
Grandmother	4
Achievement Place	3
Foster Home	3
Aunt	2
Aunt & Uncle	2
Non-relative	2
AYS Foster Home	1
Brother & sister-in-law	1
Community Corrections	1
Focus on the Future	1
Independent Living	1
Jail	1
Sister	1
Uncle	1
Youthville	1

128

PREVIOUS CINC*

YES	26	25%
NO	78	75%

*(Child in Need of Care)

MARITAL STATUS OF PARENTS

Status	Number	Percentage
Divorced	46	44%
Unmarried	31	30%
Married	12	11%
Father Deceased	6	6%
Unknown	4	4%
Separated	3	3%
Parents Deceased	1	1%
Rights Severed	1	1%

FY' 97 ADMISSIONS MOST SERIOUS COMMITTING OFFENSES

FELONY CHARGES

Burglary	10
Theft over \$500	8
Aggravated Battery	4
Criminal Damage to Property	4
Criminal Deprivation of Property	4
Auto Theft	3
Aggravated Indecent Liberties with a child	3
Aggravated Assault	2
Aggravated Robbery	2
Forgery	2
Robbery	2
Involuntary Manslaughter	2
Arson	1
Attempted Forgery	1
Attempted Poss. of Marijuana	1
Aggravated Sexual Battery	1
Making a false writing	1
Possession of Cocaine	1
Terroristic Threats	1
Total	53
Total Person Felonies	22
Total NonPerson Felonies	29
Total Drug Felonies	2

MISDEMEANOR CHARGES

Theft under \$500	22
Battery	8
Battery on LEO	5
Criminal Damage to Property	4
Deprivation of Property	3
Falsely Reporting a Crime	2
Possession of Marijuana	2
Criminal Use of Weapon	1
Depressants, Stimulates	1
Disorderly Conduct	1
Obstruction Official Duty	1
Possession of Drug Paraphernalia	1
Total	51
Total Person Misdemeanors	13
Total NonPerson Misdemeanors	34
Total Drug Misdemeanors	4

FY'97 AGE GROUP/RACE/OFFENSE*

Age	Caucasian		Black		Hispanic		Other		Total	
	M	F	M	F	M	F	M	F	M	F
13	1	1	1	1	1	0	0	+ 1	3	3
14	5	4	0	4	0	0	** 2 **	+++ 1	7	9
15	4	10	4	3	1	1	* 2 *	** +++ *** 4 +	11	18
16	6	7	2	4	1	0	++ 2 +++ 2	* +++	11	13
17	10	2	4	2	2	0	* 2 +	0	18	4
18	0	5	1	1	0	0	0	0	1	6
Total	26	29	12	15	5	1	8	8	51	53
%	25	28	12	14	5	1	8	8	49	51

* Most serious committing offense

M=Misdemeanor F=Felony

* Native American

** Asian

*** Black/Hispanic

+ Caucasian/Native American

++ Caucasian/Hispanic

+++ Caucasian/Black

Admission Age	# of Girls	Percent of Total Admissions
13	6	6%
14	16	15%
15	29	28%
16	24	23%
17	22	21%
18	7	7%

Y CAB
FY'97 PRIOR PLACEMENTS

County	Caucasian	Black	Hispanic	Other	Total
Johnson	7 Range 1-10 Average=5	1 Average=2	0	2 Range 1-12 Average=7	10 Range 1-12 Average=5
Sedgwick	9 Range 1-16 Average=6	10 Range 1-18 Average=7	1 Average=4	7 Range 4-14 Average=6	27 Range 1-18 Average=6
Shawnee	4 Range 4-17 Average=9	3 Range 1-39 Average=22	2 Range 5-24 Average=15	4 Range 0-34 Average=14	13 Range 0-39 Average=15
Wyandotte	5 Range 2-31 Average=9	7 Range 1-3 Average=2	0	0	12 Range 0-31 Average=5
Big 4	25 Range 1-31 Average=7	21 Range 1-10 Average=5	3 Range 4-24 Average=7	13 Range 0-34 Average=3	62 Range 0-34 Average=7
101	30 Range 0-27 Average=7	6 Range 1-11 Average=5	3 Range 2-11 Average=6	3 Range 2-6 Average=3	42 Range 0-27 Average=7
Total	55 Range 0-31 Average=7	27 Range 1-11 Average=7	6 Range 2-24 Average=7	16 Range 0-34 Average=8	104 Range 0-34 Average=7

Chart Explanation:

Example - Johnson County had 7 Caucasian youth admitted. These 7 youth had a range from 1-10 prior placements, with an average of 5 placements.

Y CAB
FY'97 CLASS OFFENSES

County	Caucasian		Black		Hispanic		Other		Total	
	M	F	M	F	M	F	M	F	M	F
Johnson	4 57%	3 43%	1 100%	0	0	0	2 100%	0	7 70%	3 30%
Sedgwick	5 55%	4 45%	7 70%	3 30%	1 100%	0	4 57%	3 43%	17 63%	10 37%
Shawnee	3 75%	1 25%	2 67%	1 33%	1 50%	1 50%	1 25%	3 75%	7 54%	6 46%
Wyandotte	3 60%	2 40%	0	7 100%	0	0	0	0	3 25%	9 75%
Big 4	15 60%	10 40%	10 48%	11 52%	2 67%	1 33%	7 54%	6 46%	34 55%	28 45%
101	11 37%	19 63%	2 33%	4 67%	3 100%	0	1 33%	2 67%	17 40%	25 60%
Total	26 47%	29 53%	12 44%	15 56%	5 83%	1 17%	8 50%	8 50%	51 49%	53 51%

M=Misdemeanor

F=Felony

FY'97 ADMISSIONS

Month	<u>New Admissions</u>	<u>Revocation of CR</u>	<u>Total Admissions</u>
July	8	1	9
August	12	3	15
September	9	4	13
October	13	4	17
November	5	2	7
December	2	3	5
January	7	4	11
February	6	2	8
March	9	1	10
April	13	1	14
May	15	4	19
June	5	3	8
Totals	<u>104</u>	<u>32</u>	<u>136</u>

Y CAB
FY'97 PRIOR COURT CONTACTS

County	Caucasian	Black	Hispanic	Other	Total
Johnson	7 Range 3-18 Average=7	1 Average=5	0	2 Range 4-9 Average=6	10 Range 3-18 Average=7
Sedgwick	9 Range 2-6 Average=4	10 Range 2-8 Average=5	1 Average=4	7 Range 1-8 Average=4	27 Range 1-8 Average=4
Shawnee	4 Range 2-4 Average=3	3 Range 2-3 Average=2	2 Range 1-2 Average=1	4 Range 1-5 Average=3	13 Range 1-5 Average=3
Wyandotte	5 Range 4-7 Average=5	7 Range 1-5 Average=3	0	0	12 Range 1-7 Average=4
Big 4	25 Range 2-18 Average=9	21 Range 1-8 Average=4	3 Range 1-4 Average=2	13 Range 1-9 Average=5	62 Range 1-18 Average=5
101	30 Range 1-7 Average=4	6 Range 3-9 Average=5	3 Range 2-6 Average=3	3 Range 2-4 Average=3	42 Range 1-9 Average=4
Total	55 Range 1-18 Average=4	27 Range 1-9 Average=4	6 Range 1-6 Average=3	16 Range 1-9 Average=4	104 Range 1-18 Average=4

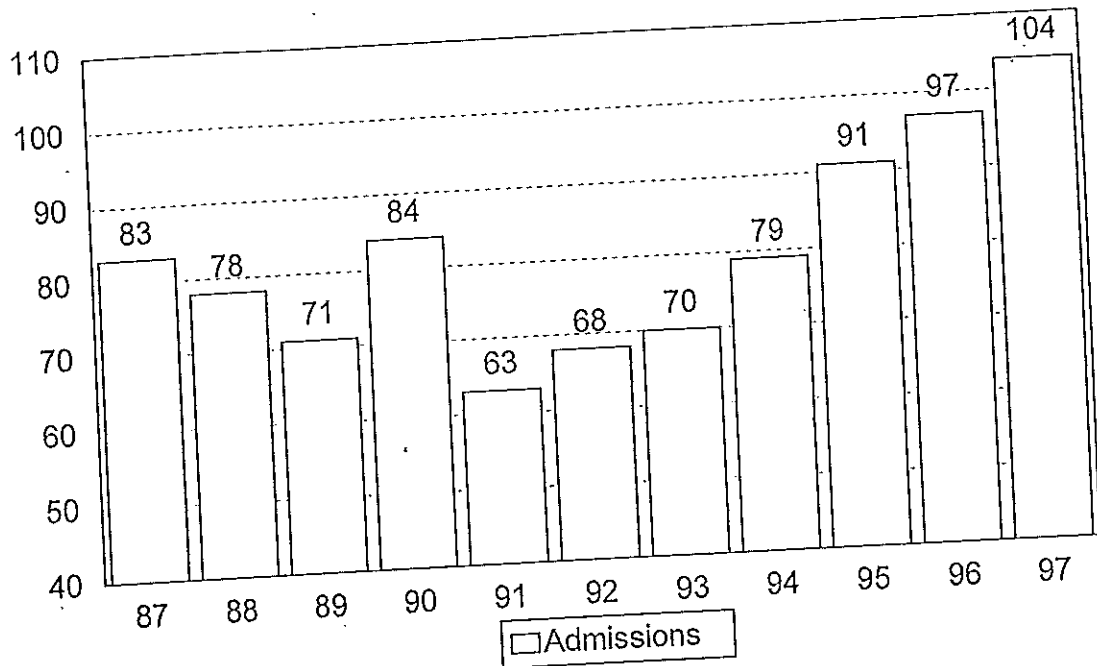
YCAB
FY'97 ESCAPES FROM CAMPUS

MONTH	# of Girls on Escape	# Total Runs	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	7-3	3-11	11-7
July	0	0										
August	0	0										
September	1	1				1				1		
October	0	0										
November	0	0										
December	0	0										
January	0	0										
February	0	0										
March	0	0										
April	0	0										
May	0	0										
June	0	0										
Total	1	1	0	0	0	0	0	0	0	1	0	0

*Additionally, 1 youth, attempted to escape and there was 1 youth who escaped while on temporary visits (pass)

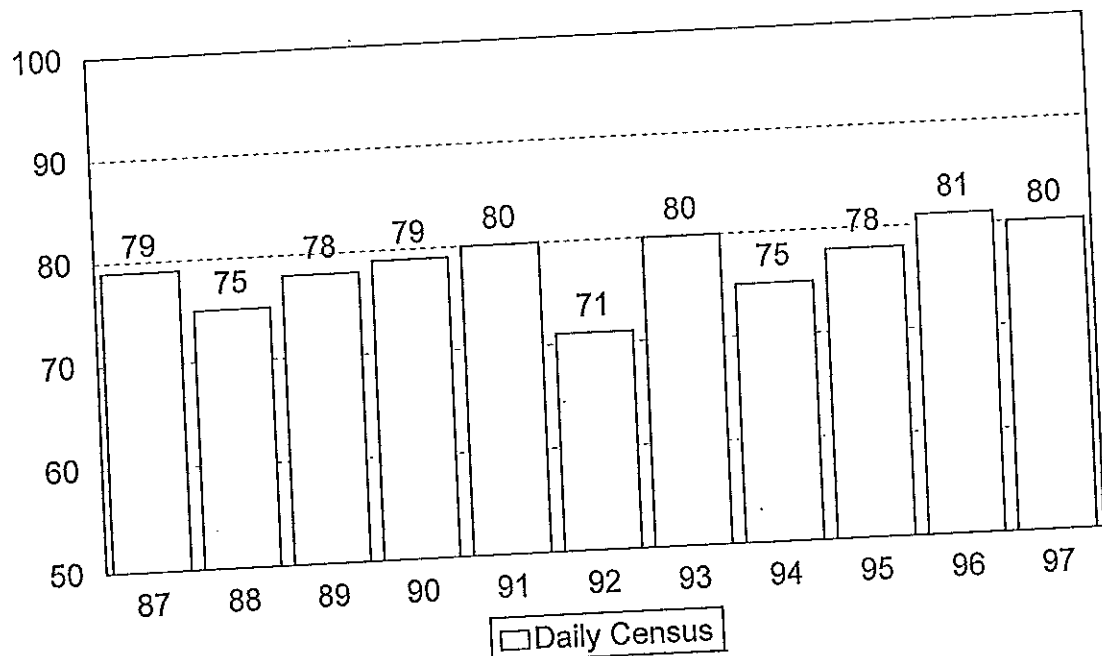
Youth Center At Beloit

Fiscal Year Admissions



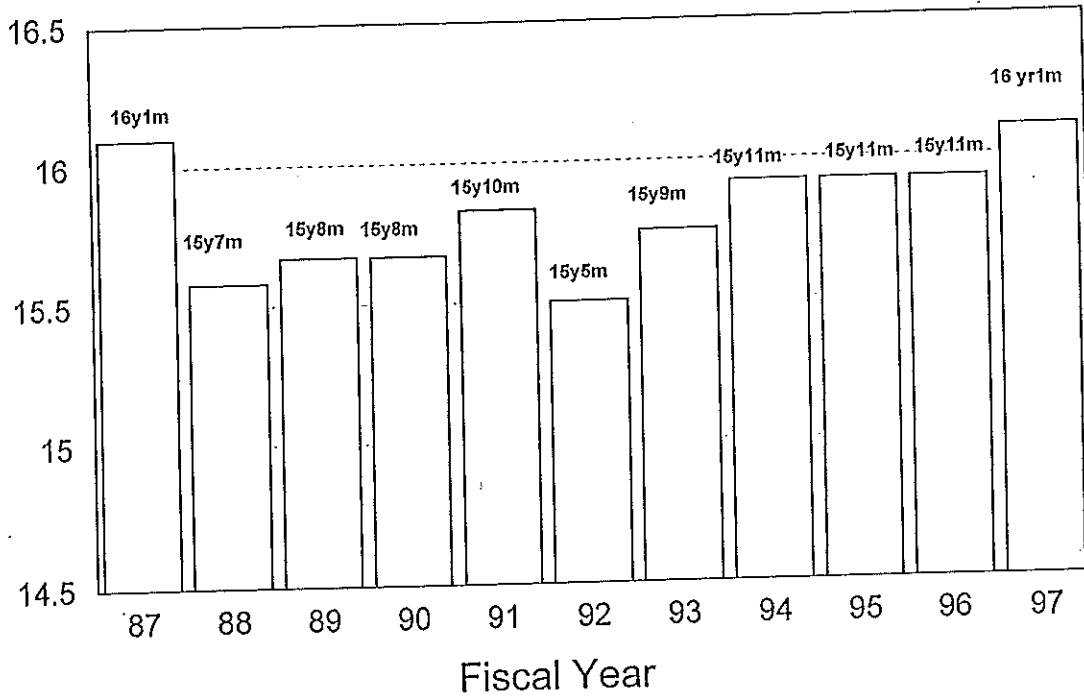
Youth Center At Beloit

Average Daily Census History



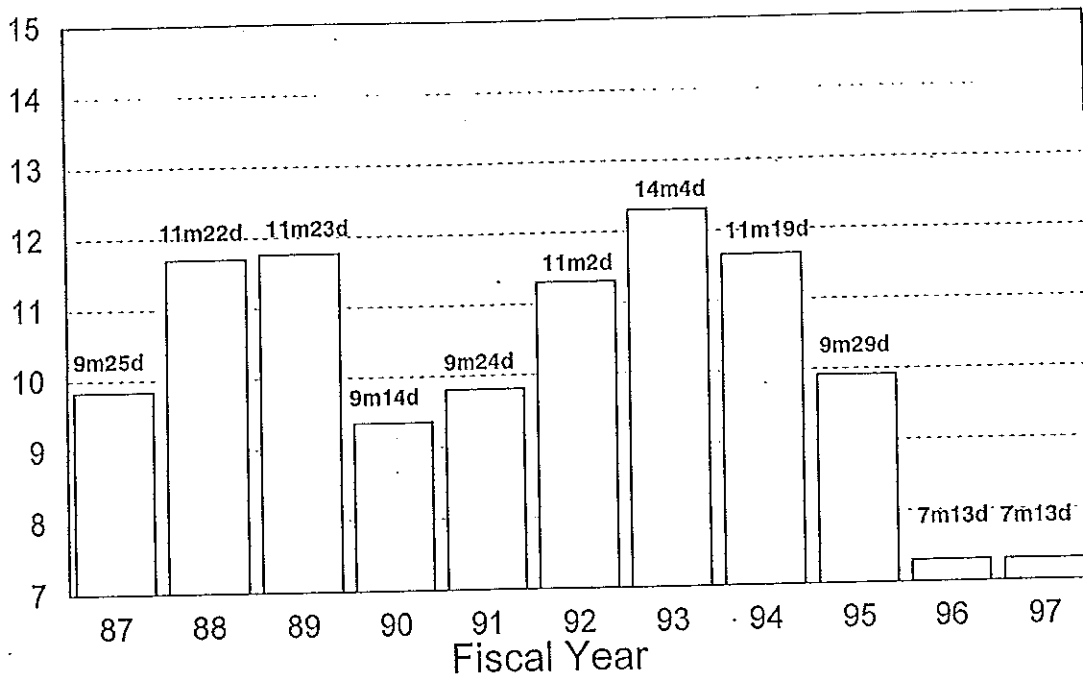
Youth Center At Beloit

Average Age On Admission



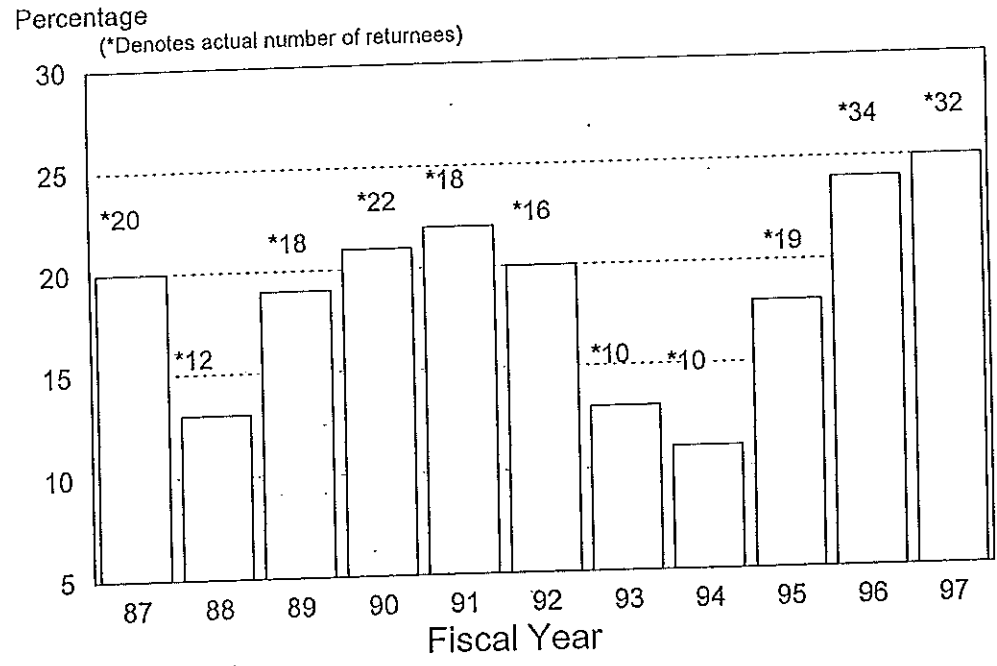
Youth Center At Beloit

Average Length Of Stay



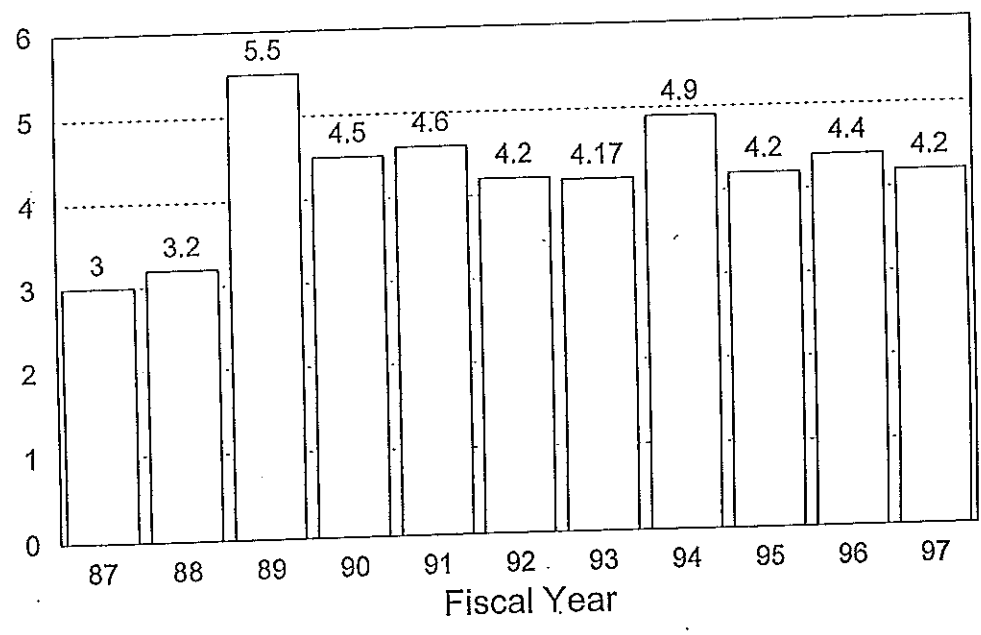
Youth Center At Beloit

Recidivism



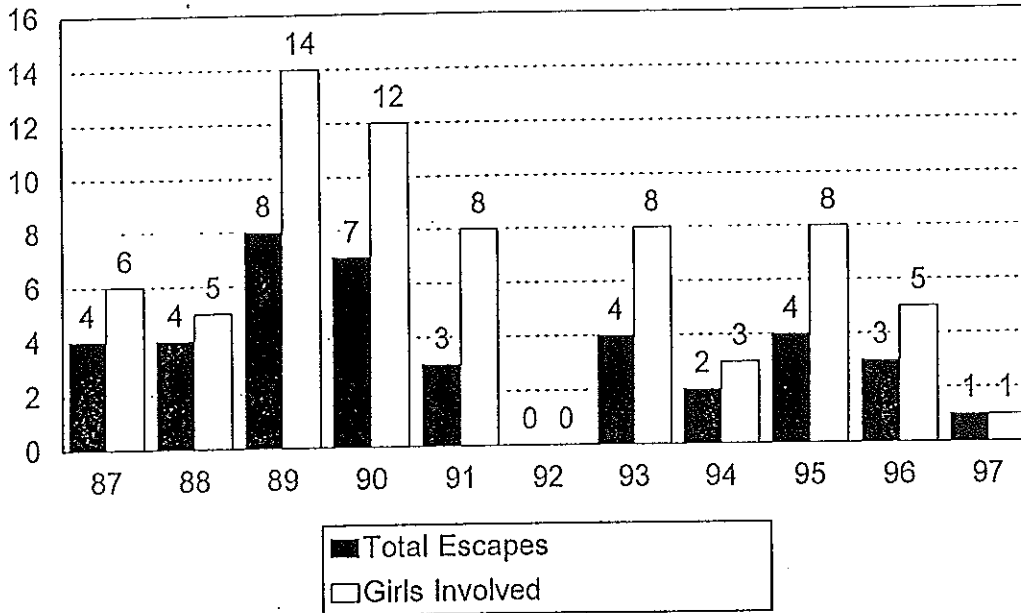
Youth Center At Beloit

Average Court Contacts



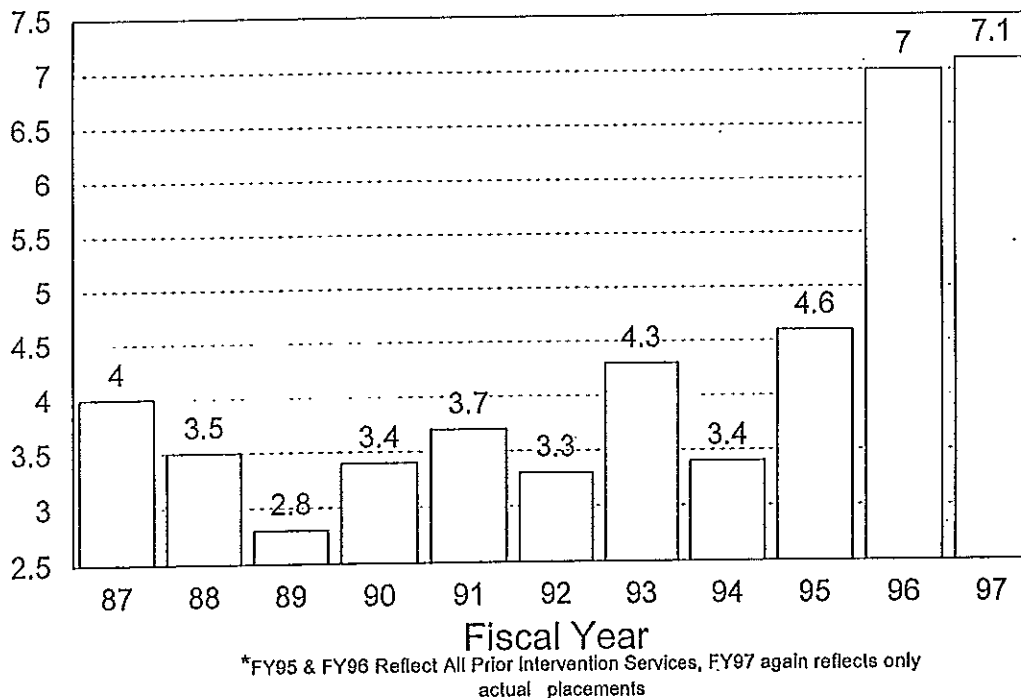
Youth Center At Beloit

Escapes From Campus



Youth Center At Beloit

Prior Placement Average



FY97 GOALS & OBJECTIVES SUMMARY

The following information has been compiled from the various departments regarding the status of their FY97 objectives, which were established to in some way relate to the goals of the new juvenile justice code or the mission of the Youth Center.

Activity Therapy:

The AT department will supervise volunteer youth at the community recycling program. To be scheduled two times between August to December.

Status:

The AT Department sponsored youth in the participation of two community recycling days, occurring in August and November, 1996. Each project date included four youth who worked the 9:00 - 1:00 time, assisting with all aspects of the project.

The AT checksheet will be revised to compliment the cottage checksheet and the new level program. A draft will be completed by August 1, with final revision typed and ready for use by September 1 (start-up time for program changes). Will reevaluate by November 1 and make modifications if needed.

Status:

A rough draft of the AT checksheet was completed by August, 1996. The final was completed and ready for use in September, 1996. A modification was soon after implemented. The AT checksheet is very similar to the Cottage checksheet and utilizes the Basic SLT skill and Anger Control Techniques.

Aggression Replacement Training (ART):

The ART cycle will be evaluated and fine-tuned for the best means in which the 7 basic skills can be incorporated into the SLT cycle, and to orient all new residents in these skills. The 7 basic skills will be incorporated into the ART cycle by August 1st, and orientations will follow after that cycle. An evaluation of the orientation process will take place monthly for the first six months. After the six-month period, evaluations will be set up randomly.

Status:

In August, 1996, all current residents went through the 10 Basic SLT skills. This began the changeover to the skill-based level system. Following that 10-basic cycle, the new SLT basic program was implemented. Currently there are three main staff conducting these Basic Skills. Revisions and

modifications have and will be ongoing in this process especially as program changes take place.

Business Office:

To implement the state mandate of converting the state vouchering system from a paper system to on-line entry, by June 30, 1997. Due to turnover in the OA III position responsible for vouchering, the dept. will allow sufficient time for the new staff to become familiar with the system, prior to planning/implementing this change. The goal is to have the new individual trained by December 31, 1996, and the on-line conversion tested and implemented by April 30, 1997.

Status:

The conversion to the state on-line voucher system has been 95% completed, as of June 30, 1997. The position primarily responsible for this procedure as well as back up staff have received training through the Division of Accounts and Reports. Vouchers can be produced, batched and sent as directed. When necessary, vouchers are corrected through the on-line system. The standard procedure for on-line vouchers requires a paper copy also be submitted by mail. To date, the code necessary to print this copy has not been provided from Division of Information Systems and Communications (DISC). When it is received, the conversion to this system will be complete.

Chaplaincy:

The Victim Empathy Awareness group curriculum, offered to violent offenders, will require on-going revision and modification, since as of June 27, 1996, the group has only been offered once. The Chaplain will complete a review of available literature and audio/visual materials, seek resident input and implement appropriate modifications to the curriculum by January 1, 1997.

Status:

During FY97 the agency had three different chaplains. This unexpected turnover resulted in the Victim Awareness Empathy group being reassigned. Presently, the group is conducted by Rhonda Brooks, Drug and Alcohol Counselor, and Reva Hoffer, Assistant Safety & Security Supervisor. They have conducted the group only once and understandably followed the curriculum as originally developed. The objective was, therefore, unmet.

Clerical:

The clerical staff will implement a natural work team practice and philosophy, including regularly scheduled meetings and incorporation of KQM techniques. Meetings will begin in August, 1996.

Status:

Clerical staff implemented a natural work team, with the first meeting held August 6, 1996. Monthly meetings are scheduled.

Demographics maintained on all youth will be converted to Microsoft Access, from the current DBASE IV format. Additionally, tracking of exit interviews will be reviewed to see if feasible to also convert to Microsoft Access. Data conversion will begin in July, so all fiscal year 97 data can be placed in Access database format.

Status:

Clerical staff that track the majority of data spent considerable time converting to Microsoft Access. All demographics maintained for the annual report document, as well as responses from exit interviews for parents and residents were converted to Access.

Commissary

The Commissary transition existing inventory and inventory space evolving from the privatization of the dietary operation, to involve the systematic and prudent depletion of existing food products and supplies utilized by the private vendor, and subsequent rearranging of remaining inventory to best utilize remaining space. The impetus of the new inventory layout shall provide for and accommodate space required to house clothing for conversion to "uniform dress", and to provide for security procedures and physical enhancements, whereby caustic/toxic materials may be safely stored in the area and provide a work site for JTPA eligible residents. To be accomplished by May 31, 1997.

Status:

Following the conversion to Canteen Corporation on October 9, 1997, a gradual depletion period was allowed for the vendor to utilize existing inventory purchased from the Youth Center: by early spring, inventory levels were such that all Canteen merchandise remaining in the Commissary could be moved to one row of new shelving built and assembled along the north wall. Following consultation with the Physical Plant Supervisor, plans were developed to re-shelf the vacated space to accommodate the clothing pieces selected for the new uniform dress ensemble. The maintenance dept. began construction of required shelving in May. RFP's for clothing contracts were initiated, but the process was slower than anticipated and clothing was not yet available for issue at year end.

Computer (Information Resource):

The Information Resource Specialist shall expand the existing local area network to encompass the entire YCAB campus, including the powerhouse, commissary, kitchen and school. This will include the installation of fiber optic cable throughout. This is to be

completed by January 30, 1997.

Status:

In the first quarter of FY97, the Information Resource Specialist assisted Ken Staab, from DISC, to develop the specifications for Cat 5 LAN wiring in the Administration Building. The project was put out for bid, with ComTech being the low bidder and completed installation March 17, 1997. Soon following, the maintenance staff installed fiber optic cable throughout the institution, with the exception of Prairie Vista Cottage. Along with this, additional patch panels and LAN hubs were installed to accommodate the expansion.

The Information Resource Specialist shall assist the secretarial staff in development of a database for use throughout the institution. Target date will be June 30, 1997.

Status:

The secretarial department completed this project.

Dietary:

Due to mandated changes leading to the reduction of fat, salt and sugar in school food service menus, the dietary department will implement the following guidelines to effectively carry out this change:

- Insure all recipes used in the department are standardized. Those that are not in standardized form will be put into the new format;
- Break down standardized recipes into their component contributions. These contributions will be computed on a standardized form provided from SFS;
- Request Child Nutrition labels from vendors for "engineered foods" such as waffles, bagels, or any items that are "heat and serve" only;
- Organize all materials so that the School Food Service consultant can do a nutritional analysis on any particular day's menu to determine the percentage of fat, salt and sugar in a resident's diet.

Training for the implementation of these new modifications is being provided by School Food Service consultants at various locations throughout the state. This objective will be accomplished by June 30, 1997.

Status:

This proposal, due to the change to Canteen, was not met. The primary reason is that Canteen planned to put together and implement a corporate menu for all three Youth Centers, which ended up not being feasible. Caloric needs and preferences

would not be met if the company focused on one main menu for all three centers. The Food Service Manager and cooks did attend food-based training in preparation for this objective, but it didn't seem feasible to spend many hours on menu calculations, reducing fat, sugar, and salt when the menu could possibly change. Late in the fiscal year, the Food Service Manager learned that YCAB would continue to utilize the current menu, with no immediate changes planned. Consequently, a computer program, Nutrikids, was ordered and plans are materializing to accomplish this objective next fiscal year.

Education:

North Beloit High School will participate in the second year of the school improvement process of Quality Performance Accreditation during 1996-97 school year. Upon the conclusion of our on-site visit in December, 1996, the North Beloit High staff will develop a school improvement plan, to be submitted to the Superintendent of the Youth Center and the Kansas State Board of Education for approval by June 30, 1997.

Status:

North Beloit High participated in the second year of the school improvement process of Quality Performance Accreditation. The staff developed a school improvement plan and is in the process of submitting it for final approval to the Kansas State Board of Education.

The North Beloit High educational staff will participate in a technical assistance preaudit with the Kansas State Board of Education Special Education Outcomes Team in September, 1996. This preaudit will be conducted to assist North Beloit High in compliance with all present guidelines and regulations related to the special education services. The actual special education audit will occur in May, 1997.

Status:

This objective was met as stated. The school will finish its response to the audit by August, 1997.

Through the infusion of cross-curricular strategies, the North Beloit High School educational staff will design, develop and implement teaching units that will promote generalization, application and transfer of knowledge from at least four curricular content areas during the FY97 school year. First drafts of these units will be submitted to the Director of Education by December 1, 1996, with completion and implementation to take place by June 1, 1997.

Status:

Due to a lack of consensus and commitment on the part of the staff of North Beloit High and a lack of leadership on the part of the Director of Education, the infusion of cross-curricular strategies was not implemented.

Inservice Training & Youth Services:

The Youth Services Dept. and Training Director will work cooperatively to insure that Youth Service Specialists possess a working knowledge of key policies and procedures. This will be accomplished by utilizing monthly cottage meetings to test staff awareness through policy quizzes. The quizzes will be presented to Youth Service Specialists at the December and May meetings. They will be scored and staff will receive feedback and training necessary to ensure their knowledge of and correct enforcement of policies and procedures.

Status:

In January and March, Policy and Procedure Quiz #1 and #2 were administered to those attending the cottage meetings. Thirty-eight staff took test #1 and forty-three took test #2. Each quiz was fifteen questions based on various issues of YCAB Policy & Procedure. The questions for both were submitted by cottage directors, and both tests consisted entirely of true/false or multiple choice answers. The test was administered at the beginning of the meeting, graded and then time was allowed at the end of the meeting to review, challenge or discuss questions.

Quiz #1 proved to have generally higher scores than #2. Skylark and Sunnyside staff both averaged 82% on the quiz, while Prairie Vista and Morning View both averaged 76%. The most missed questions involved 1) the amount of mail a resident can send out and receive, 2) when the daily log is to be read by staff, and 3) whenever there is an escape, should all available staff search. The range of scores for cottage directors and assistant directors ranged from 73% to 100%.

Each cottage had a different average score for Quiz #2. Morning View averaged 76%, Prairie Vista 73%, Skylark 72%, and Sunnyside 69%. The most missed question involved three additional steps that must be taken if a suspicion or allegation of sexual abuse is against a currently employed co-worker. Cottage directors and assistant directors scores ranged from 66% to 87%.

This "two per year" policy and procedure quiz will continue to be a part of FY98 training. New questions will be developed from policies and procedures that were not addressed in FY97.

Inservice Training & Youth Services:

As a second phase of computer training, the Training Director

and Youth Service Director will meet with Cottage Directors to determine which computer skills are needed by all Youth Service staff. A determination will be made regarding which staff possess the identified skills. A one-on-one or one-on-two, hands-on and application based, training curriculum will be developed that will allow those who are computer proficient to systematically train those needing additional skills. The outcome of the exercise will be that all Youth Service staff will have a standard minimum level of computer skill. Determination of needed computer skills will be done by October 1, 1996, determination of those requiring training by November 1, 1996, and staff will be trained by June 30, 1997.

Status:

Pam Wessling, Skylark Cottage Director, volunteered to assist the department in meeting the computer training objective. Mrs. Wessling has an excellent understanding of computer programs and applications and is able to impart that knowledge to others in a practical, applicable manner. Cottage Directors worked together to identify tasks completed most efficiently by using the computer. Mrs. Wessling developed a curriculum focusing on skills needed to accomplish the tasks. Class participants were scheduled on a priority needs basis. Classes were limited to two participants, ensuring adequate time for individualized instruction, practice and review. Mrs. Wessling worked with ten employees for a total of 57 hours. Class participants evaluated the class as very helpful in developing their confidence in completing computer tasks. Plans are to continue offering Cottage Computers on an as-needed basis. Mrs. Wessling maintains an interest in and willingness to provide this instruction.

Maintenance:

Over the last several years the department has significantly increased the amount of lumber, plywood and related products maintained in stock. Due to this increase in stock, the department will develop a new storage system to provide for more efficient use of space and more accurate inventory. This project will be completed by June 30, 1997.

Status:

Storage racks were built and installed in the Barn for this purpose. Each thickness and type of plywood and sheathing has its own rack, making it easy to determine the quantity of materials on hand at a glance. This allows the department to maintain optimum inventory levels on hand, and has also freed up a great deal of space for other uses. This project was completed in March, 1997.

Nursing:

The nursing dept. will compile a notebook for each cottage, consisting of information on certain disease processes, medical

procedures as taught in the orientation, administration of medication, and information on medications used at YCAB. It is anticipated that this will be an on-going process as the profession of medicine and dealing with people is not a static science.

Status:

The notebooks were placed in the cottages December 24, 1996. The first and second ten-page additions have been added. Certainly these books have been of benefit to the staff which have used them. Information for the next ten pages is now being collected.

Power plant:

The power plant has several safety checks and preventive maintenance duties presently assigned and being performed, but these have not been incorporated into the computer system. Staff will add these functions/duties to the system. These duties include boiler teardowns, relief valve inspections, generator testing, as well as other related tasks that may occur on a predictable basis. This project will be completed by May 1, 1997.

Status:

The goal to design and incorporate preventive maintenance, safety checks and maintenance tasks performed by power plant operators was completed by June 1. This included the power plant generator, valves; pressure relief valves, check valves and de-aerator tank inspection.

Social Work & Psychology:

To attempt to assess the effectiveness of the Violent Offender Program and to identify areas where the program could be "fine-tuned" if necessary. We will attempt to see if there is some objective testing that can be done to assess change. This will be a full year review. Secondly, we will involve ourselves in an ongoing review of the changes that are being made in the Youth Center's level system to assess how these work out in real practice.

Status:

FY97 was the first year the entire Violent Offender Program curriculum was in operation. Because of this, we had no prior baseline information. In FY97, a total of 53 youth were classified as Violent Offenders based on either their committing offense or assaultive behavior at the Youth Center. Of these fifty-three (53), seven have reassaulted after classification as a Violent Offender and placement in the program. The policy on violent offenders clearly states the primary focus of the program is aimed at reducing their potential for violent behavior. While not perfect, the data would clearly indicate the program has significantly reduced violent behavior for a large number of youth and there was not

clear indication of any significant changes needing to be made in the program.

Social Work:

The Social Work Dept. will coordinate a multi-departmental evaluation of the Youth Center's current policy and procedure on intervening with youth who are considered to be imminently at risk of self-destructive or self-mutilative behavior. This process will involve reviewing policies and procedures from other similar type facilities. If after the review it is felt necessary, a new policy and procedure statement will be written and new procedure implemented. Due to the critical nature of this issue, this task will be completed as thoroughly and quickly as possible. To be done by December 31, 1996.

Status:

The review was begun and partially completed in FY97. Policies and procedures from a number of facilities around the country were obtained for review and compared with our own. We found YCAB's policy and procedures to be fairly similar. We purposely chose not to complete the project when we discovered that effective July 1, 1997, we would have weekly psychiatric consultation and additional youth service staff. We did not want to formulate any new policies and procedures without input from the consulting psychiatrist and a clearer picture of how these new staff might be utilized. This objective will be carried over to FY98.

Substance Abuse:

A pre and post test instrument will be developed for the following program components:

Drug and Alcohol Education Group - A test instrument will be developed to measure the youths' understanding of alcohol and drug issues when they are admitted to the Youth Center and readministered prior to release. Hopefully the test will evidence a learning gain.

Test instruments will be developed for the Relapse Coping, 12 Step, Alateen and Domestic Violence Groups. The test would be administered when the youth is admitted to the group and again when they complete the group. A positive learning gain is the desired outcome.

All of the test instruments will be developed and ready for use by August 15, 1996. Completed tests will become a part of the youth's Substance Abuse Program file.

Status:

The dept. had the goal of measuring the efficacy of the Drug and Education Program through pre/post testing all new

admissions to measure their understanding of the impact of chemical use. Test instruments were also developed for each module of the Drug Education program.

Test instruments for the treatment groups were not developed due to the lack of such programs for almost half of the year and shifting priorities of the department. The test instruments were developed in the period December, 1996, through April, 1997, and have been in use since that time. Results from the testing indicate the youth have averaged a learning gain of around 20%.